

# POSITION DESCRIPTION

DOCUMENT TYPE:	Position Description
POSITION:	Early Childhood Educator – Additional – Pyramid Hill Preschool
POSITION SUPERVISOR:	Kindergarten Coordinator
POSITION DIRECTORATE:	Community Wellbeing
POSITION DEPARTMENT:	Community Services
POSITION TERM:	Fixed-term
POSITION STATUS:	Part time
POSITION AWARD CLASSIFICATION:	Early Education Employees Agreement 2020
POSITION DESCRIPTION VERSION NUMBER:	1
POSITION DESCRIPTION DATE ADOPTED:	July 2024
POSITION DESCRIPTION REVIEWED BY	Kindergarten Coordinator
INCUMBENT:	Vacant
FILE LOCATION:	All position descriptions are held on a secure network by the Human Resources Department.
<p><b>Position descriptions are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the Human Resources Department to ensure that the version you are using is up to date.</b></p> <p><b>This document is available in alternative formats (e.g. larger font) if requested.</b></p>	

## 1 POSITION OBJECTIVES

You will work as part of a team to provide quality education and care while observing the policies, procedures, values and philosophies of Loddon Shire kindergarten services. You will support children in their development and physical care whilst learning about practice through nurturing relationships and positive interactions. As a valued member of the team, you will support educators to observe and document children's learning and development and assist in the day-to-day operation of the room.

## 2 KEY RESPONSIBILITIES AND DUTIES

### 2.1 Education and Care

The incumbent will:

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- work under the direction of the Educational Leader in accordance with the requirements the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations and complying with National Quality Standards (NQS)
- ensure a safe, stable, secure and hygienic environment for the children
- seek feedback from the Educational Leader to implement planned and spontaneous activities that are guided by daily programs
- actively contributing to the education program in the room and the centre team
- support a culture of reflective practice and ongoing continuous improvement
- respond appropriately to children's behaviour, developmental needs and special needs
- assist in the preparation, general cleanliness and cleaning up and packing away of activities
- attend to the physical, social and emotional needs of the children on an individual and group basis
- achieve a warm and friendly relationship with children that is supportive and responsive to their needs.

## 2.2 Teamwork

The incumbent will:

- work co-operatively with all Kindergarten Service staff and other team members
- participate in the building of a positive culture within the team
- develop positive relationships with parents and carers
- to ensure the responsible person is informed of any problem arising, which would affect the children or the smooth running of the service.

## 2.3 Administration

The incumbent will:

- assist with the program, curriculum documentation and daily routines, as directed by the educational leader
- assist in the maintenance of the children's records

## 2.4 Other duties

- attend meetings as directed by the Early Years Coordinator
- participate in an annual performance review
- ensure correct safety procedures are followed at all times, including when lifting heavy objects.
- carry out such other duties as directed that are consistent with the general requirements of this position.

## 3 ACCOUNTABILITY AND EXTENT OF AUTHORITY

The incumbent will:

- under the daily direction of the Kindergarten Teacher the Early Childhood Educator will provide secure, safe and stimulating care for all children under care.

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- the Early Childhood Educator will be accountable for the quality of care provided and for the provision of professional and courteous service to the families and carers of the children under their care.
- follow specific guidelines and work under general supervision

## 4 JUDGEMENT AND DECISION MAKING

The incumbent will:

- daily work will be conducted as per program plans and Council policies and procedures.
- guidance and advice will always be available from the Kindergarten Teacher or Educational Leader.
- sound judgment in relation to the safety and security of children is required.
- always be able to obtain guidance

## 5 SPECIALIST SKILLS AND KNOWLEDGE

The incumbent will have:

- knowledge of the needs and developmental stages of young children.
- a basic knowledge of Children's Services Act and regulations.
- ability to communicate effectively with parents, carers and staff

## 6 MANAGEMENT SKILLS

The incumbent will have:

- basic skills in managing time, planning and organising own work

## 7 INTERPERSONAL SKILLS

The incumbent will have:

- position must be able to communicate effectively with parents, carers, other staff and children.
- high levels of enthusiasm and motivation with proven confidence to follow instruction on an autonomous basis

## 8 EXPERIENCE

The incumbent will have:

- willingness to learn
- basic skills in the use of computer information systems

## 9 QUALIFICATIONS

Qualification	Mandatory or Desirable
An approved Certificate III level Education and Care qualification or equivalent (or be working towards a qualification in accordance with the Education and Care Services National Regulations).	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>
A current Working with Children Check, which demonstrates suitability for employment in a children's service.	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>
A current approved first aid qualification, anaphylaxis management training and emergency asthma management training, in accordance	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>

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with the Education and Care Services National Regulations and service policies.	
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## 10 ORGANISATIONAL QUALIFYING PERIOD

An Organisational Qualifying period of six months applies to the position.

## 11 ANNUAL PERFORMANCE DEVELOPMENT REVIEW

A Performance Development Review will be conducted each year. Every staff member is required to actively participate in the Annual Performance Development Review process with his or her immediate supervisor.

## 12 ORGANISATIONAL RELATIONSHIPS

Relationship	Stakeholders
Reports to	Kindergarten Coordinator or Educational Leader
Internal liaisons	All Council Kindergarten Staff and children.
External liaisons	Parents and carers

## 13 KEY SELECTION CRITERIA

The criteria for selection will be:

1. Previous experience with young children would be an advantage
2. Commitment and ability to participate and complete a Certificate III qualification whilst working.
3. Good communication skills with the ability to provide good customer service at all times
4. Must be able to work well with others and demonstrate appropriate behaviour and cooperation working within a small team
5. Must have, or be willing to obtain, a current Working With Children Check

## 14 REVIEW

The supervisor and incumbent will review this Position Description for any necessary amendments during the annual Performance Development Review process.

## 15 GENERAL RESPONSIBILITIES AND DUTIES OF EVERY LODDON SHIRE COUNCIL EMPLOYEE

Every employee of the Loddon Shire Council is bound to adhere to legislation, regulations, and codes of conduct. Specific responsibilities are:

### 15.1 Council values

All Employees are required to uphold the Values of the Council as set out in the Council Plan and Staff and Contractors' Code of Conduct.

### 15.2 Equal opportunity and bullying and harassment

Loddon Shire Council offers a work environment free of discrimination, sexual or other harassment, victimisation, and vilification and bullying.

All Employees are required to:

- respect the rights of all other employees, customers and clients

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- adhere to Council's equal opportunity and bullying and harassment policies and procedures
- not get involved in, support, assist or encourage any form of discrimination, harassment, sexual harassment, bullying, vilification or victimisation

In addition, employees with supervisory responsibilities must also:

- take appropriate actions to prevent discrimination, harassment, sexual harassment, bullying, vilification or victimisation from occurring in their work area; and
- take appropriate steps to remedy the situation if discrimination, harassment, sexual harassment, bullying, vilification or victimisation has occurred

### **15.3 Occupational Health & Safety**

An employee, while at work, shall:

- take the care of which the employee is capable for the employee's own health and safety and for the health and safety of any other person who may be affected by the employee's acts or omissions at the workplace
- adhere to and assist in the continuous improvement of Council's occupational health and safety systems

### **15.4 Risk Management**

An employee, while at work, shall:

- ensure any issues identified as a risk to the public, contractor or members of staff are reported in accordance with Council's incident reporting procedure
- adhere to and assist in the continuous improvement of Council's risk management system

### **15.5 Staff and Contractors Code of Conduct**

The Staff and Contractors Code of Conduct applies to all employees and contractors of the Loddon Shire Council. All staff must:

- adhere to the Staff and Contractors Code of Conduct at all times
- familiarise themselves with the Code to ensure compliance with its principles

### **15.6 Privacy**

The Loddon Shire is committed to complying with the Privacy and Data Protection Act 2014 and the Health Records Act. All employees are required to:

- adhere to the Privacy and Data Protection Act 2014 and the Health Records Act
- at all times ensure that the personal information collected and held by the Council is protected from misuse, loss, unauthorised access, modification or disclosure
- ensure that personal information is appropriately stored and managed
- collect information only directly relating to the services being provided to clients
- not disclose personal information to any person or organisation without written consent or unless prescribed by a lawful instruction.

### **15.7 Records management**

Loddon Shire Council employees, as public officers under the Public Records Act 1973, have responsibilities for ensuring that records created and received are captured, managed, stored, and destroyed in accordance with Public Records Office of Victoria standards and policies and procedures adopted by the Council.

Managers have an additional responsibility to ensure that departmental Council staff understand and comply with the requirements of the Public Records Act 1973 and Council records management policies and procedures.

## 15.8 Confidentiality

All employees of the Loddon Shire Council have a duty:

- to serve the Council with loyalty and in good faith
- not to disclose or use any information obtained in the course of employment for any purpose other than carrying out duties of employment
- not to source Council information, or information relating to Council's ratepayers and clients, for any purpose other than carrying out duties of employment

## 15.9 Compliance

The Loddon Shire is committed to implementing a compliance framework to encourage organisational-wide compliance with legislation, policy and procedures.

This position is required to manage responsibilities under legislation, policy and procedures. Where relevant the incumbent must use Council's approved Advent Manager Compliance Software by:

- ensuring obligations and actions in Management Action Plans are attended to within the timeframes allocated
- signing-off obligations and actions in the system once they reach practical completion.

## 15.10 Child Safe Standards

The Loddon Shire is committed to the safety of children and young people and operates within the child wellbeing and safety amendment (Child Safety Standards) Act 2015.

Staff are expected to be aware of all policies and procedures regarding the safety of children and young people at all times.

## 16 AGREEMENT

The manager and incumbent, by signing this section of the Position Description, agree that it reflects the current duties and responsibilities of the position.

Incumbent's signature:

Incumbent's name:

Date:

Manager's signature:

Manager's title:

Date: