



# Position Description

## Early Childhood Educator

**Award:** Early Education Employees Agreement 2020 (EEEA)

**Classification:** Educator (Diploma/Certificate III)

**Name of Occupant:**

**Employment Status:** Permanent Part Time

**Location:** Edenhope

<b>Records Only:</b>	Document ID Number:
	File Number:



## Accountability Statement

The Early Years Educator is required to provide support to the Early Years Teacher in the planning and implementation of the Early Years program.

## Position Objective

- Assist with the provision of a high-quality early childhood program within West Wimmera Shire Council.
- Contribute to the implementation of a quality educational program that meets the individual developmental needs of each child, in consultation with families and other educators.
- Operate in a professional manner at all times, meeting the requirements of all Australian Children's Education & Care Quality Authority (ACECQA) and Department of Education and Training (DET) requirements, Child Safe Standards, Reportable Conduct Scheme, Regulations and Law.
- Contribute to the operation of a program in line with the National Quality Framework (NQF); Early Years Learning Framework (EYLF); and Victorian Early Years Learning and Development Framework (VEYLDF).

## Key Responsibility Areas

### General

- Work under the direction of the Early Childhood Teacher, in accordance with all ACECQA and DET requirements, the NQF, EYLF and VEYLDF.
- Operate within the requirements of West Wimmera Shire Council's policies and procedures and West Wimmera Shire Council's Early Years policies and procedures.
- Assist with the delivery of the program, including preparation and pack up of activities, in conjunction with the Early Childhood Teacher.
- Contribute to documentation of children's learning, in line with the EYLF and VEYLDF, under the guidance and direction of the Early Years Teacher.
- Be actively involved in the ACECQA ongoing Quality Improvement Plan and Assessment and Rating process.

### Early Childhood Services

- Contribute to the planning and implementation of a program which meets the individual developmental needs and interests of the children, including taking written observations of children.
- Provide a healthy, safe and welcoming environment and ensure that children are supervised at all times.
- Develop positive partnerships with families, including engaging in two-way communication with families about a child's day.
- Respect the confidentiality of information relating to families and children and comply with privacy policies.

### Team Responsibilities

- Work as a member of a cooperative team.

- Participate in professional development to ensure up to date knowledge in regard to current practices and recommendations.
- Participate in an annual staff performance appraisal and regular review of professional development goals.

## **Occupational Health and Safety and Risk Management**

All employees have a responsibility to:

- Immediately report to their Supervisor any unsafe conditions or activities, near misses, or injuries in the work place;
- Stop work on any task which they consider to be unsafe and immediately report the situation to their supervisor
- Assist new employees in the use of proper work procedures and practices;
- Work in a manner that will not endanger themselves or any other person;
- Use personal protective clothing or equipment as provided;
- Report any defective/damaged personal protective clothing, equipment or gear;
- Comply with instructions given by a Supervisor or OHS Coordinator pertaining to the use of personal protective clothing, equipment or gear or any matter in relation to Health & Safety;
- Not to interfere with anything that has been provided in the interest of Health & Safety in the business unit;
- Not engage in any occupations that require a certificate unless the relevant certificate or permit is held and they have been approved by WWSC to carry out such work;
- Not attempt any task unless they are capable and competent to carry out the task; and
- Actively participate in Council's rehabilitation and return to work programs if you are injured.

## **Wellbeing**

- Participate in the development of quarterly individual well-being goals, in consultation with the Early Years Coordinator.

## **Accountability and Extent of Authority**

Responsible for:

- Working within standards set out by the Education and Care Services National Regulations and the Education and Care Services National Law Act.
- Participate in and actively meet the requirements of ACECQA's National Quality Framework, including contributing to the service's Quality Improvement Plan.
- Working in accordance with policies and procedures of the Early Childhood Service and West Wimmera Shire Council.

## **Judgment and Decision Making**

Responsible for:

- Supporting the Early Years Teacher in the planning and implementation of Early Years programs.

- Reporting / recording relevant documentation under the guidance and direction of the Early Years Teacher.

## **Specialist Skills and Knowledge**

- An understanding and knowledge of early childhood development.
- Well-developed communication and organisational skills, with the ability to communicate confidently to all stakeholders.
- Good interpersonal skills and a positive approach when working with all parents, other professionals, the early years team and the community.

## **Management Skills**

- Ability to use initiative and work unsupervised as required.
- Knowledge of, and participation in the review of, policies and procedures.
- Ability to manage own time.

## **Interpersonal Skills**

- Excellent interpersonal skills and the ability to communicate effectively with colleagues, parents, staff at all levels, other professionals and community members.
- Strong oral and written communication skills and the ability to communicate positively and professionally with Council officers and staff, families and others.
- An ability to contribute to and work effectively in a team environment.
- Well-developed self-motivation skills.
- Effective listening skills, both with children and adults.
- Solve problems through discussion, negotiation and team work in order to maintain productivity and service standards.
- Maintain confidentiality at all times.

## **Qualifications and Experience**

- Minimum Certificate III Early Childhood Education & Care / Children's Services or other ACECQA approved qualification.
- Knowledge of and experience in the implementation of the Education and Care Services National Act and Regulations; National Quality Framework; Victorian Early Years Learning and Development Framework; and Early Years Learning Framework desirable.
- Current Level 2 First Aid.
- Current Asthma and Anaphylaxis qualifications.
- As part of West Wimmera Shire Council's recruitment and selection process, a satisfactory Police Check and Working with Childrens Check (Vic) is required for this position.
- A current driver's licence is required.

## **Conditions of Employment**

- This position is a permanent part-time position with a requirement to occasionally work outside of the normal span of hours.

## Key Selection Criteria

- Minimum Certificate III Early Childhood Education & Care / Children's Services or other ACECQA approved qualification for early childhood co-educator level.
- Demonstrated ability to contribute to the effective running of a high quality early childhood program in line with ACECQA and DET requirements, the EYLF and VEYLDF.
- Highly developed communication skills.
- Demonstrated awareness of the need and requirements to maintain privacy and confidentiality.
- Ability to work positively and co-operatively as a member of a team.

## Organisational Relationships

**Reports to:** Early Years Team Leader

**Supervises:** NIL

**Internal Liaisons:** Early Years Staff  
Maternal Child Health Nurse Services  
Supported Playgroup Facilitator  
West Wimmera Shire Council Management and Staff

**External Liaisons:** Families and Children  
Early Childhood Intervention Support Services  
Pre-School Field Officer  
Department of Education and Training

## Personal and Health Information Collected

Personal and Health Information collected by Council is used for recruitment and if the applicant is successful will be used for Human Resources.

The Personal and Health Information will be used solely by Council for this purpose and/or directly related purposes. Council may disclose this information to other organisations if required by legislation.

The applicant understands that the Personal and Health Information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information after finalisation of the appeals process.

Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

**Employee Approved**

<b>PD Review Date</b>	<b>Name</b>	<b>Signature</b>

**Approved By**

<b>PD Review Date</b>	<b>Position</b>	<b>Name</b>
17/06/2019	Early Years Coordinator	Tracey Bone
1/12/2020	Human Resource Manager	Janet Watt