



Position Description

Early Childhood Educator

Award: Early Education Employees Agreement 2020 (EEEA)

Classification: Educator (Diploma) Room Leader

Name of Occupant:

Employment Status: Permanent Part Time

Location: Edenhope

Records Only:	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

- Provide leadership and mentoring to educators and trainees within the room environment.
- Support inclusive practices that promote equitable participation and wellbeing for all children.
- Working as a team provide 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.
- Always operate in a professional manner, meeting the requirements of all Australian Children's Education & Care Quality Authority (ACECQA) and Department of Education (DE) 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

- Lead the day-to-day operation of the room, ensuring compliance with regulations, policies and service procedures
- Support and mentor educators, students and trainees within the program.
- Promote inclusive practices that support children with additional needs, Aboriginal and Torres Strait Islander children, and culturally diverse families.
- Contribute to child safety and wellbeing through implementation of Child Safe Standards and mandatory reporting obligations.
- Work under the direction of the Service Team Leader, 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 and service Team Leader.
- Contribute to documentation of children's learning, in line with the EYLF and VEYLDF, under the guidance and direction of the Early Years Teacher and Service Team Leader.
- 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

- Act as a positive role model and contribute to a collaborative, cooperative and respectful team culture
- 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 and Service Team Leader in the planning and implementation of Early Years programs.
- Reporting / recording relevant documentation under the guidance and direction of the Early Years Teacher and Service Team Leader.

Specialist Skills and Knowledge

- An understanding and knowledge of early childhood development.
- Knowledge of inclusive practices, child safe standards and trauma-informed approaches.
- 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 Diploma 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.
- Demonstrated ability to lead, support and mentor educators within an early childhood setting.”
- Demonstrated understanding of inclusive practice, child safety and family-centred practice.
- 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 Children 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 Diploma Early Childhood Education & Care / Children’s Services or other ACECQA approved qualification for early childhood room leader 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: Service Team Leader

Supervises: Educators

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

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

PD Review Date	Name	Signature

Approved By

PD Review Date	Position	Name
08/05/2026	Early Years Coordinator	Nicole Hollis
08/05/2026	Human Resource Manager	Julie Braisby