

**CLASSIFICATION:** Educators (Certificate III Qualified)

**OCCUPANT:** Vacant

**DATE:** January 2023

## POSITION CONTEXT & OBJECTIVE(S):

To assist in providing a quality early childhood program which meets the needs of the children attending the Kindergarten Program and in line with the requirements of the National Quality Standards, the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011.

To work co-operatively with educators and professionals to provide an environment that nurtures, stimulates and guides each child's development.

To assist staff in the implementation of an educational program that supports a holistic approach to the care and development of children aged from 3 to six years of age.

## KEY RESPONSIBILITIES AND DUTIES:

1. **PLAN AND IMPLEMENT A QUALITY EDUCATIONAL PROGRAM**  
(NQS Quality Area 1: Educational program and practice)
  - Assist in the planning, implementation, assessment and review of a high quality and diverse educational program based on appropriate curriculum frameworks and with reference to the NQS, considering the developmental needs, interests and abilities of all the children attending the service.
  - Actively support every child to participate in the program and assist in ensuring that the program promotes children's agency, choices and influence.
  - Assist in the documentation of children's learning in accordance with the service philosophy and the learning outcomes (EYLF, VEYLDF).
  - Utilise a variety of teaching strategies including intentional teaching and reflective practice in daily work.
2. **PROMOTE THE HEALTH AND SAFETY OF ALL STAFF AND CHILDREN**  
(NQS Quality Area 2: Children's health and safety; Quality Area 3: Physical environment)
  - Ensure staff and children utilise effective health and hygiene practices, including meeting all regulations relating to food safety and preparation, medical management plans, and risk management plans, policies and procedures.
  - Ensure that all children have access to nutritious food and fresh drinking water.
  - Assist in the promotion of health, wellbeing and physical exercise in the service.
  - Ensure a safe and stimulating physical environment where all staff and children are protected from hazards or harm.
3. **BUILD POSITIVE RELATIONSHIPS WITH ALL STAKEHOLDERS**  
(NQS Quality Area 4: Staffing arrangements; Quality Area 5: Relationships with children; Quality Area 6: Collaborative partnerships with families and communities)
  - Work cooperatively, ethically and respectfully with other educators, and support each other's professional development.
  - Develop and maintain respectful, supportive, collaborative and responsive relationships with children and their families.
  - Assist with the supervision of workplace students and volunteers.
  - Assist with an effective induction and orientation process for new families, children and staff, including workplace students and volunteers.
4. **CONTRIBUTE TO THE EFFECTIVE MANAGEMENT OF THE SERVICE**  
(NQS Quality Area 7: Leadership and service management)
  - Ensure all practices are in accordance with the NQS and reflect the philosophy, policies and procedures of the service.
  - Attend professional development opportunities as appropriate or as directed by the director/coordinator.
  - Contribute to the continuous improvement of the service through reflective practice and as directed by the director/ coordinator and educational leader.
  - Assist in the completion of any collection of data, medical or other records required in a timely manner, and in accordance with the service's policies and procedures and the NQS.

## OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL

# EARLY CHILDHOOD EDUCATOR (CERT III) - KINDERGARTEN

## KEY SELECTION CRITERIA:

All applicants are required to respond to the following bullet points in their application:

- Certificate III Children's Services or equivalent (or working towards) in accordance with the Education and Care Services National Regulations
- An understanding of the Victorian Early Years Learning and Development Framework (VEYLDF) and the National Learning Framework (EYLF).
- Demonstrated experience of work in early childhood services.
- Willing to learn implement regulations, standards, frameworks and codes.
- Ability to deal with the public in a positive manner.
- Ability to accept guidance from others and be an effective team player.
- Ability to use initiative.
- Good communication skills
- Level 2 First Aid Certificate (including Anaphylaxis and Asthma Training).

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.

## GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records):

YES

The incumbent must have and maintain a Working with Children Check:

YES

## ORGANISATIONAL RELATIONSHIPS:

|                           |   |
|---------------------------|---|
| <b>Reports to:</b>        | Early Childhood Teacher   |
| <b>Supervises:</b>        | Students & Volunteers   |
| <b>Internal Contacts:</b> | Service Manager, Early Childhood Teachers, All staff, Parents, Warrnambool City Council Staff |
| <b>External Contacts:</b> | Clients, Local Community and Resources Agencies.  |

## ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable for the implementation of the day to day program in an effective, safe and co-operative manner.
- On day to day basis Early Years Co- Educator (Kindergarten Assistant) are directly accountable to the Early Years Teacher.

## JUDGEMENT AND DECISION MAKING:

- To bring to the attention of the Kindergarten Teacher, any Health and Safety or operational issues pertaining to their work environment.
- Exercise discretion when dealing with families and children.  
Act within the parameters established by the Kindergarten teacher.

## SPECIALIST KNOWLEDGE AND SKILLS:

- Knowledge and understanding of the National Quality Standards, the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011.
- Ability to plan and efficiently organise time and prioritise tasks.
- Well-developed communication skills.
- Computer literacy.

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# EARLY CHILDHOOD EDUCATOR (CERT III) - KINDERGARTEN

## MANAGEMENT SKILLS:

- Good time management skills and ability to gain cooperation and work as part of a team.
- Able to take personal responsibility for evaluation and professional development.
- Assist other staff by providing guidance, advice and training on routine procedural matters.

## INTERPERSONAL SKILLS:

- Good public relations skills, to maintain a strong customer focus and positive relationships.
- Able to work cooperatively as a team member in the centre and across council's children services.
- Good communication skills.
- Ability to accept guidance from others and be an effective team player.
- Ability to develop options, solve problems and be flexible as required.
- Demonstrated ability to be enthusiastic and self-motivated.

## QUALIFICATIONS AND EXPERIENCE:

- Certificate III in Children's Services or equivalent (or working towards) in accordance with the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011.
- Relevant experience working in Early Childhood Services.
- Current Level 2 First aid Certificate (including Anaphylaxis and Asthma Training).
- Working Knowledge of the Regulations, standards, frameworks and codes.
- Have a current Working with Children Check.

### Special Characteristics

- Staff are encouraged, as part of Council's commitment to professional development, to rotate or exchange positions with other staff within the Council's Kindergartens.

## TERMS AND CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the Warrnambool City Council Enterprise Agreement.

## AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

|            |  |
|------------|--|
| Name:      |  |
| Signature: |  |
| Date:      |  |

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