

EARLY CHILDHOOD EDUCATOR (DIPLOMA) KINDERGARTEN

CLASSIFICATION: Educators (Diploma Qualified)

OCCUPANT: Vacant

DATE: July 2025

POSITION CONTEXT & OBJECTIVE(S):

To provide a quality early childhood program which meets the needs of the children attending the kindergarten 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 early years staff, families and allied professionals to provide a safe, caring and stimulating environment for children attending the service.

To plan, implement and evaluate an educational program that supports a holistic approach to the care and development of children aged from 3 to 6 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 ensure that the program promotes children's agency, choices and influence.
 - In consultation with the Early Childhood Teacher, develop and deliver effective and valuable documentation of children's learning in accordance with the centre philosophy and the Learning Outcomes (EYLF, VEYLDF).
 - Model and support team/room educators to 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, risk management plans, policies and procedures.
 - Ensure that all children have access to nutritious food and fresh drinking water.
 - Promote 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.
 - Establish and maintain links with the service sponsor or governing body (as appropriate), local networks, resource agencies and other relevant organisations.
 - Supervise workplace students and volunteers, as directed.
 - Ensure an effective induction and orientation process for new families, children and educators, 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 and network meetings as appropriate or as directed by director/coordinator.
 - Promote an understanding of the NQS, the NQF and the curriculum framework documents within the team/room.
 - Contribute to the continuous improvement of the service through reflective practice and as directed by the director/ coordinator

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and educational leader.

- Complete 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.
- Be ready, willing and qualified to act in the position of certified supervisor in the temporary absence of the director/coordinator and assistant director/coordinator.

KEY SELECTION CRITERIA:

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

- Qualifications in early childhood development together with practical experience in the care of preschool children essential.
- An understanding of the Victorian Early Years Learning and Development Framework (VEYLDF) and the National Learning Framework (EYLF).
- Ability to collaborate to plan and implement a quality early years program.
- Ability to identify health and safety issues pertaining to the work environment.
- Ability to ensure confidentially, professionalism and discretion is maintained.
- Ability to gain cooperation and work as part of team.
- Ability to supervise and support staff.
- Ability to work with children to maximise their potential.
- 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:

Reports to:	Early Childhood Teacher
Supervises:	Educators (Certificate III Qualified), Students & Volunteers
Internal Contacts:	Service Manager, Preschool Coordinators, Early Childhood Teachers, All Council Staff, Parents.
External Contacts:	Local Community, Child & Family Services, Other early years services, Kindergartens and Resources Agencies.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Collaboration with team for the effective planning, implementation and evaluation of child focused programs within the service.
- On day to day basis Educators (Diploma Qualified) are directly accountable to the Early Childhood Teacher.

JUDGEMENT AND DECISION MAKING:

- To bring to the attention of the Early Childhood 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 Early Childhood Teacher.

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SPECIALIST KNOWLEDGE AND SKILLS:

- Sound knowledge of the National Quality Standards, the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011
- Council's Occupational Health and Safety Policies and the National Quality Standards.
- Work collaboratively with Early Childhood Teachers to develop, implement and evaluate early childhood programs for individuals and groups of children, including the keeping of appropriate records.
- Ability to plan and efficiently organise time and prioritise tasks.

MANAGEMENT SKILLS:

- Good time management skills and ability to coordinate responsibilities to enable smooth and efficient running of the program.
- Assist with the supervision and delegation of duties to Educators (Cert III qualified), students and volunteers.
- Able to take personal responsibility for evaluation and professional development.

INTERPERSONAL SKILLS:

- Good public relations skills to maintain a strong customer focus and positive relationships between council and service-users.
- Able to work cooperatively as a team member in the centre and across council's children services.
- Demonstrated ability to be innovative with in the programs.
- Demonstrated ability to be enthusiastic and self-motivated.
- Ability to demonstrate integrity, responsibility, respect and innovation in all aspects of the position.

QUALIFICATIONS AND EXPERIENCE:

- Minimum two year qualification (Diploma of Children Services)
- Current Level 2 First aid Certificate (including Anaphylaxis and Asthma Training).
- Demonstrated knowledge and experience of working in early childhood services.
- Working Knowledge of the Regulations, standards, frameworks and codes.
- Have a current Working with Children Check.

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 and the Early Education Employees 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:	