

CLASSIFICATION: ECT qualification In accordance with EEEA 2020 or Diploma – Early Childhood Education Level 5, WCC EA

OCCUPANT: Vacant

DATE: September 2026

POSITION CONTEXT & OBJECTIVE(S):

Provide Educational Leadership to early year's staff delivering an educational program within an Early Learning Centre.

To support Educators to provide an effective educational program that supports children's learning and is appropriate to the developmental age of children attending the service.

To have comprehensive knowledge of the National Quality Standards, the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011.

To have an understanding of the Victorian Early Years Learning and Development Framework & the Early Years Learning Framework.

KEY RESPONSIBILITIES AND DUTIES:

All key responsibilities are based on the National Law and Regulations, the Principles, Practices and Outcomes detailed in the EYLF and VEYLDF, and the NQF Quality Areas, Standards and Elements. All educators are expected to have a working knowledge of these documents, which should underpin their pedagogy and, together with the service philosophy, directly reflect their relationships with children, families and co-educators.

1. **PLAN AND IMPLEMENT A QUALITY EDUCATIONAL PROGRAM**
(NQS Quality Area 1: Educational program and practice)
 - Support 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.
 - Guide educators to deliver effective and valuable documentation of children's learning in accordance with the service philosophy and the Learning Outcomes (EYLF and 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.
 - Ensure emergency procedures are documented and practiced
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 Early Years Team, local networks, resource agencies, local prep programs/schools 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.
- Lead and 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 service manager/coordinator.
- 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.
- Assist the director/coordinator or assistant director/coordinator in matters relating to leadership, pedagogical leadership, management support, service administration, as directed.
- Be ready, willing and qualified to act in the position of certified supervisor.

KEY SELECTION CRITERIA:

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

- Bachelor of Early Childhood Education and Victorian Institute of Teaching registration or Diploma qualification in Early Childhood Education.
- 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:

Reports to:	CBCC Team Leader, Florence Collins
Supervises:	Educators, Students, Volunteers, Visitors and enrolled children.
Internal Contacts:	Service Manager, Early Learning Coordinator, Early Years staff, Parents, Warrnambool City Council Staff
External Contacts:	Parents, Professional bodies, Educational Institutions,

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable for supporting the establishment and implementation of a professional educational program and all decisions

OUR ORGANISATIONAL VALUES
WORKING TOWARDS A BETTER WARRNAMBOOL

associated.

- Guidance and advice are always available within the time available to make a decision.
 - Maintain security of the site and contents.
 - Undertake inspections and report and analyse incidents, damage and hazards occurring at their site.
- Encourage the public to respect Council property.

JUDGEMENT AND DECISION MAKING:

- The position will make all day to day decisions and exercise professional judgement in administration of all aspects of the educational leader.
- The position has authority to make decisions in matters concerning planning, mentoring and coaching staff consistent with Council policy and guidelines.
- Guidance and advice are always available within the time available to make a decision.

SPECIALIST KNOWLEDGE AND SKILLS:

- A sound understanding and knowledge of early childhood development and education.
 - Knowledge and understanding of the Victorian Early Years Learning and Development Framework 2009.
 - The ability to provide an educational program that supports children's learning and development.
 - To identify children with additional needs and plan for them appropriately, considering input from Inclusion Support Facilitator and the child's family.
 - Well-developed communication and organisational skills, and a flexible approach to service provision.
 - Good interpersonal skills and a positive approach when working with all parents, other Professionals and the community at large.
 - A working knowledge of appropriate curriculum frameworks and an ability to develop and implement a high quality educational program that reflects the diverse nature of the centre, local and wider community, based on the curriculum frameworks
- Knowledge of child protection procedures

MANAGEMENT SKILLS:

- To demonstrate organisational abilities, time management skills, administrative and computer skills and good written and verbal communication skills
- A sound knowledge of personnel practices and abilities to provide employees under their supervision with on the job-training and guidance.

INTERPERSONAL SKILLS:

- Ability to communicate positively with Council Officers and staff, Parent Committee, families, and others in a Professional manner.
- Leadership skills and innovative flexible program delivery.
- Ability to display empathy, warmth and understanding, to all families and especially to families need of support.
- To have the desire for self-development on a personal and professional level.
- To use effective listening skills, both with children and adults.

QUALIFICATIONS AND EXPERIENCE:

- Diploma in Early Childhood Education or Bachelor of Teaching (Early Childhood) or other Qualifications as approved by the Australian Early Childhood Association.
- Knowledge/experience in the implementation of the Victorian Early Years Development Framework, Early Years Framework and the National Quality Framework.
- Current first aid as prescribed in the Education and Care Services National Law Act 2010.
- Anaphylaxis management training as prescribed Education and Care Services National Law Act 2010
- Possess a Supervisor Certificate
- 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.

OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL

EDUCATIONAL LEADER

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:	

OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL



ACCOUNTABILITY



COLLABORATION



RESPECTFULNESS



PROGRESSIVENESS



WELLBEING