



EARLY CHILDHOOD EDUCATOR (DIPLOMA) POSITION DESCRIPTION

POSITION NO:	1826/20150418
STATUS:	Temporary Part Time (6 Month Contract)
CLASSIFICATION:	Band 4
OCCUPANT:	Vacant
DATE:	April 2015

POSITION CONTEXT & OBJECTIVE(S):

- To provide a quality early childhood program which meets the needs of the children attending Centre Based Childcare and in line with the requirements of the of the National Quality Standards, the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2012.
- To work co-operatively with child care 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 birth 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)

- Lead the team/room educators to plan, implement, assess and review 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.
- Deliver and guide team/room educators to 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.
- Complete Transition Statements

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.
- 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 director/ coordinator 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.
- 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 in the temporary absence of the director/coordinator and assistant director/coordinator.

ORGANISATIONAL RESPONSIBILITIES

The organisation responsibilities of this position are outlined in the “General Conditions of Employment” (attached to this position description).

FIT 2 WORK CHECK/WORKING WITH CHILDREN CHECK:

The incumbent must have and maintain a current Fit 2 Work Check and/or Working with Children Check.

YES

OTHER DUTIES:

Responsibilities and duties included in this Position Description are subject to the Multi-skilling provisions of the relevant Award and/or the Warrnambool City Council Enterprise Agreement.

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Coordinator Florence Collins Childcare Centre
Supervises:	Early Childhood Assistants, Students & Volunteers
Internal Contacts:	All Centre staff, Parents, Council Staff
External Contacts:	Local Community, Child & Family Services, Regional Child Care Centre, Kindergartens and Resources Agencies.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The following accountability skills are required to be utilised:

- Responsible for the effective planning, implementation and evaluation of child focused programs within the Centre.
- Responsible for informing the Coordinator Florence Collins Childcare Centre of any service developments, difficulties and opportunities.

JUDGEMENT AND DECISION MAKING:

The following judgement and decision making skills are required to be utilised:

- To make recommendations to the Coordinator Florence Collins Childcare Centre on planning and implementation of child care programs within the Centre.
- To bring to the attention of the Coordinator Florence Collins Childcare Centre any Health and Safety or operational issues pertaining to their work environment.
- Guidance and advice is always available.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Sound knowledge of the National Quality Standards, the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2012
- Council's Occupational Health and Safety Policies and the National accreditation standards.

- 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:

The following management skills are required to be utilised:

- Good time management skills and ability to coordinate responsibilities to enable smooth and efficient running of the program.
- Able to supervise and delegate duties to assistants, students and volunteers.
- Implement human resources policies and practices.

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- 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:

The following qualifications and experience are required for the position:

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

RELEVANT PHYSICAL RESPONSIBILITIES

Location of work: This position will require working in the following environments:

Environment	Nil	Light	Average	Constantly
Indoor (office / workshop)			x	
Outside			x	

Physical activities: The work is likely to require a certain amount of physical activity, such as:

Activity	Nil	Light	Average	Constantly
Standing				x
Sitting			x	
Bending				x
Walking				x
Repetitive hand work	x			
Heavy lifting (>15kg)		x		

Plant and Equipment: This role involves working with or near plant or equipment:

Hazard / Activity	Nil	Light	Average	Constantly
Rotating parts	x			
Noisy Environment				x
Mobile or moving				x
Strobe or similar lights	x			
Operating plant controls	x			
Driving plant or vehicles	x			
Machinery Vibration	x			
Ability to distinguish between colours				x
Using hand held tools		x		
Working with irritants, chemicals, fumes and/or dust		x		
Working in hot surroundings			xx	

Other activities: This role may also include:

Activity	Nil	Light	Average	Constantly
Talking on the phone			x	
Direct contact with people				x
Working at heights	x			
Working with animals/ wildlife		x		

AGREEMENT:

I accept and agree to the duties in this Position Description and I agree to abide by the terms and conditions stipulated therein.

Name (Please print):	
Signature:	Date:

SELECTION CRITERIA:

Applicants should address the following in their applications

1. Tertiary qualifications in early childhood development together with practical experience in the care of preschool children essential.
2. An understanding of the Victorian Early Years Learning and Development Framework (VEYLDF) and the National Learning Framework (EYLF).
3. Ability to make recommendation to senior staff on planning and implementation of child care programs within the Centre.
4. Ability to identify health and Safety issues pertaining to the work environment.
5. Ability to ensure confidentially, professionalism and discretion is maintained.
6. Ability to gain cooperation and work as part of team.
7. Ability to supervise and support staff.
8. Ability to work with children to maximise their potential.

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.



EARLY CHILDHOOD EDUCATOR (DIPLOMA) GENERAL CONDITIONS OF EMPLOYMENT

TERMS AND CONDITIONS OF EMPLOYMENT:

The conditions of employment are generally in accordance with the Warrnambool City Council Enterprise Agreement. A copy of this document is available by contacting the Organisation Development Branch.

RESPONSIBILITIES OF ALL WARRNAMBOOL CITY COUNCIL EMPLOYEES:

In addition to the key responsibilities and duties specified in each Position Description, Warrnambool City Council EMPLOYEES MUST:

Staff Conduct and Ethical Standards

- Comply with the Staff Code of Conduct, Council Policy and procedures and any conduct principles for Council employees which may be prescribed in the Act from time to time.
- Not use for their personal gain or knowledge nor disclose any confidential information which may be acquired as a result of special opportunities arising out of their employment by the Council.
- Not make improper use of any information acquired as a result of employment to gain directly or indirectly a pecuniary advantage for himself/herself or for any other person or with intent to cause detriment to the Council.
- Not engage in any private practice (whether or not relating to activities within or outside the municipality) except with the specific permission of the Chief Executive, also being subject to the provisions of the Local Government Act 1989 (the **Act**).
- Carry out and perform the duties lawfully and to the best of their ability and judgment and to the satisfaction of Council management.
- At all times comply with the terms of the Enterprise Agreement and any Industrial Instrument;
- Devote their whole time and attention to their duties during the hours reasonably required to properly perform their Duties.
- Carry out all lawful instructions and directions of Council management.
- Promote the aims and objectives of the Council.
- Immediately report any actual or potential misconduct (including actual or potential breach of any laws) by any other employee of the Council.
- Disclose to through their line manager any facts, information or circumstances which may give rise to a conflict between the employee's interests and the interests of the Council.
- At all times comply with the provisions of the Act and any other legislation applying to matters within the scope of the employee's employment.
- Ensure information obtained through employment with the Warrnambool City Council remains confidential and therefore cannot be discussed with any outside individuals or organisations, without Council consent. The confidentiality of Council information remains binding even following completion of service with the Warrnambool City Council.

Customer Services Standards

- Promote Council's customer service charter and comply with Warrnambool City Council Customer Performance Standards.
- Provide a consistently high level of service to our customers in a prompt and pleasant manner.

- Ensure accurate and prompt registration of all customer requests within the Warrnambool City Council request system and respond to assigned requests within a prescribed timeframe.
- Maintain the highest ethical standards and confidentiality in dealing with our customers and each other.
- Develop individual skills and knowledge that will better serve our customers.

Occupational Health & Safety/Risk Management

- Comply with all policies, procedures, directions and safe systems of work on Health & Safety; ensuring you behave at all times in a manner so as not to endanger yourselves or any other person (whether that be a colleague, a supplier, a contractor or a member of the public).
- Report all accidents, hazards, near misses and other OHS issues to your immediate supervisor and consult with management through accepted channels.
- Observe and comply with Council's Risk Management Policy, procedures and processes.

Equal Employment Opportunity and Diversity

- Demonstrate an awareness and understanding of state and federal equal opportunity laws
- Demonstrate commitment and understanding of Access and Equity principles as they relate to provision of government services
- Advocate and foster harmonious, connected communities, recognising the community's values and celebrated differences through mutual respect, understanding and sense of belonging.

Learning & Development

- Identify training and development needs through Annual Appraisal System for yourself and any staff you directly supervise, and participate in corporate training.
- Participate fully in the Staff Performance Management System, Recruitment and Induction processes.
- Participate in employee feedback surveys, continuous improvement, corporate and professional development programs as requested.

Information Technology & Records Management:

- Observe and comply with all applicable laws relevant to Public Records, Council's Records Management Policy and Council's IT and electronic resources.
- Ensure effective utilisation of Council's corporate records management, library and data storage systems.
- Observe and comply with Council's IT, Computer Use and other electronic resources Policies.
- Not use Council IT systems and electronic resources
 - for excessive or unreasonable personal use;
 - to view or distribute unlawful material, or material which may be regarded as offensive or inappropriate; or
 - to copy, disclose or use material in breach of the Staff Code of Conduct or your employment agreement.

NB: The Council may at any time access, monitor, log and record any communication or information developed, used, received, stored or transmitted by an employee using the Council's resources, including Council's IT Systems. Filtering systems are installed in the Council's IT Systems which restrict the inward and outward flow of certain types of material, including emails and viruses. Accordingly, some email traffic may be blocked.

By agreeing to the terms of employment, an employee gives consent to the Council to carry out computer surveillance and the Council monitoring the employee's use of the Council's IT Systems and electronic resources, either at the Council's premises or at any other place.

Emergency Management

- As part of the duties associated with this position, you may be expected (within reason) to assist in dealing with an emergency situation, should one arise, affecting the operation of Council and/or the wellbeing of the community

Sustainability

- Incorporate Warrnambool City Council's sustainability objectives and targets into projects, programs and services.
- Within the the scope of their position complt with sustainable principles when procuring goods and services on behalf of Council.
- Promote and participate in a culture of sustainability.

Warrnambool City Council's Staff Code of Conduct and other Council policies and procedures are accessible to employees via Council's intranet (Noticeboard) or by contacting Human Resources.

ANNUAL STAFF PERFORMANCE REVIEW PROCESS

Staff participate in an Annual Staff Performance Review which is undertaken in June/September. The Review comprises as a minimum assessment of the following:

- Meeting of established performance objectives.
- Acquisition and satisfactory utilisation of new or enhanced skills.
- Satisfactory service according to Council criteria.
- Review of salary grading based on adopted remuneration management system.

HOURS OF DUTY:

Hours of work will 8.00am to 5.00pm, Monday to Friday (with a 1 hour lunch break) working 76 hours per fortnight including accrued rostered days off. During periods of exceptional demand, hours may be worked outside of general hours of duty.

TENURE:

The tenure of this position is Temporary Part Time (6 Month Contract)

MINIMUM EMPLOYMENT PERIOD:

This position is subject to a minimum employment period (6 months qualifying) during which time the employee's suitability for ongoing employment will be assessed.

SALARY:

This position is classified by council as Band 4 and carries a current base salary range of \$57,025.4 to \$60,515.8 (inclusive of 9.5% employer superannuation) per annum (**pro-rata**).

The actual salary will be agreed with the successful applicant taking into account skill level and experience.

LEAVE ENTITLEMENTS:

Annual leave is four weeks per annum. Long service leave is pro-rata after 7 years service. Sick leave is twelve days per annum on full pay (cumulative). Entitlements are pro-rata for part-time employees.

Please note leave entitlements are not available to those employees who are paid a loading in lieu of sick leave and annual leave.

SUPERANNUATION:

The Council is required to make a statutory contribution to the scheme for the employee's benefit. The employee may also make a contribution. Since 1st July 2014 the statutory contribution is 9.5% of the annual salary.

The Council's Enterprise Agreement provides that:

The Warrnambool City Council shall continue to be a participating employer in the Vision Superannuation Fund (the Defined Benefits Scheme and/or LASPLAN) in accordance with the provisions and requirements of the Vision Super Fund Trust Deeds.

The Warrnambool City Council will also be a participating Employer of HESTA and any Registered Nurse may elect to have their Employer's superannuation funds paid into HESTA.

The Council shall contribute to the above fund(s) in accordance with the Superannuation Guarantee Act 1992, on behalf of each employee.

RESIGNATION/TERMINATION:

Subject to the provisions of the Local Government Act 1989 and Warrnambool City Council's Enterprise Agreement, termination of employment shall be effected by notice in writing by either party.

SMOKING:

Smoking is not permitted in or close to Council owned and/or managed buildings and also in Council vehicles, including plant.

EMPLOYEE BENEFITS:

Council provides support and facilities to enable staff to achieve a realistic work and life balance. In particular we offer the follow employee benefits (many of which are part of Council's Enterprise Agreement):

- Training and career development opportunities including study assistance
- Salary sacrifice arrangements (superannuation and pool/gym membership)
- Flexible leave and work arrangements
- Paid maternity and paternity leave
- Corporate Health & Wellbeing Program
- Corporate Health Insurance Program
- Active Social Club
- Employee Assistance Program – free counselling and support
- Discounted pool/gym memberships

Privacy Act Information

The personal information requested in your application is being collected by the Council for recruitment purposes. The personal information will be used solely by the Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The applicant understands that the personal information provided is for recruitment purposes and that he or she may apply to the Council for access to and/or amendment of the information. Requests for access and or correction should be made to the responsible officer and/or the Privacy Officer.

I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from the referees, and that such information will be handled in accordance with the Warrnambool City Council Information Privacy Policy and Victorian Information Privacy Act 2000, including the provision of access to that information.

RIGHT TO WORK IN AUSTRALIA

You must either be an Australian citizen; or have permanent residence status; or have an appropriate visa issued by the Department of Immigration and Citizenship that entitles the employee to work in Australia.

INTERVIEW:

Applicants should be prepared to attend a personal interview, if required.

PRE-EMPLOYMENT MEDICAL EXAMINATION / FUNCTION CAPACITY EXAMINATION

You may be required to undertake a pre-employment medical examination to ensure that you can safely undertake all of the duties and tasks detailed in this Position Description. For some physical or outdoor positions an additional functional capacity examination may be required.

FIT 2 WORK CHECK (POLICE CHECK) / WORKING WITH CHILDRENS CHECK:

Applicants may be required to undergo a Fit2 Work Check and/or Working with Children's Check prior to commencement in a position and may be required (by law or by Council) to maintain and periodically renew their "check" (The requirement will be specified in the Position Description)

DRIVERS LICENCE:

Applicants maybe required to hold a current drivers licence (prior to commencement in the position) to fulfil the inherent requirements of this role as specified in the position description.