
Qualified Early Childhood Educator



Position description

September 2019



Northern Grampians Shire Council
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Position description

Position title	Qualified Early Childhood Educator
Classification	Band 4
Directorate	Communities
Department	Early Years
Establishment Number	CMEY08, CMEY09, CMEY10, CMEY11, CMEY12, CMEY13, CMEY14, CMEY15, CMEY16, CMEY17, CMEY18, CMEY19

Our organisation

Northern Grampians Shire Council values community spirit, innovation and collaboration. We have implemented a flexible approach to working arrangements and locations that operates on the Microsoft Platform and, where possible, we are upgrading our systems to be cloud-based. This improves efficiency and equips our employees to undertake their roles effectively and efficiently whether they are working in the office or in other locations.

Position objectives

This position has the responsibility to work in partnership with other Early Childhood Educators, children and families to ensure positive outcomes for children in the provision of early years educational services.

Key responsibility areas

Plan and implement a quality educational program

- 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 National Quality Standards, 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 choices and influence.
- Deliver and guide educators to deliver effective and valuable documentation of children's learning in accordance with the centre philosophy and the learning outcomes.

Promote the health and safety of employees and children

- 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.

Build positive relationships with all stakeholders

- 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 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.

Contribute to the effective management of the service

- Ensure all practices are in accordance with the National Quality Standards and reflect the philosophy, policies and procedures of the service.
- Attend professional development opportunities and network meetings as appropriate or as directed by Team Leader.
- Lead and promote an understanding of the National Quality Standards, the National Quality Framework.
- Contribute to the continuous improvement of the service through reflective practice and as directed by the Team Leader, 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 National Quality Standards.
- Assist the Team Leader 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 Team Leader.
- Participate in staff performance plans and attend in-services as identified to enhance knowledge and skills.
- Participate in professional development as required to further enhance the service provided by Northern Grampians Shire Council.
- Perform, as directed, other duties that are within the limits of the incumbents' skill, competence and training.

Corporate responsibilities

All staff will:

- ensure that Council's Code of Conduct is adhered to at all times
- adhere to Council's OH&S, risk management, equal opportunity and risk management policies, procedures and work practices as well as act in accordance with the Charter of Human Rights.
- ensure that information about the activities and direction of the role are communicated to managers and staff within the organisation
- ensure all organisational reporting, Council and management meeting requirements are completed accurately and on time
- ensure Council's document management and customer-tracking systems are utilised and correspondence is actioned within required time frames

Organisational relationship

Reports to	Team Leader St Arnaud Early Learning Centre
Supervises:	Assistant early childhood educators
External relationships	Local community, Child & Family Services,
Internal relationships	Kindergarten, Centre employees, parents, Council employees

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 Team Leader St Arnaud Early Learning Centre of any service developments, difficulties and opportunities.

Judgement and decision making

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

- Make recommendations to the Team Leader St Arnaud Early Learning Centre on planning and implementation of child care programs within the Centre.
- Bring to the attention of the Team Leader St Arnaud Early Learning Centre any health and safety or operational issues pertaining to their work environment.
- Guidance and advice is always available

Specialist skills and knowledge

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, the National and Victorian Early Years Learning Framework, National Quality Framework Guidelines, Centre and Council policies.
- 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.
- Ability to identify health and Safety issues pertaining to the work environment.

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 within the programs.
- Demonstrated ability to be enthusiastic and self-motivated.
- Ability to demonstrate integrity, responsibility, respect and innovation in all aspects of the position.
- Ability to ensure confidentiality, professionalism and discretion is maintained.

Qualifications and experience

The following qualifications and experience are required for the position:

- Diploma of Children's Services or equivalent as required under the Education and Care Services National regulations
- 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.

Selection criteria

1. Diploma of Children's Services or equivalent as required under the Education and Care Services National regulations and experience working in early childhood services.
2. Demonstrated ability to meet the Education and Care Services National Regulations (2011), Education and Care Services National Law Act (2010), the National and Victorian Early Years Learning Framework, The National Quality Framework.
3. Ability to develop, implement and evaluate early childhood programs for individuals and groups of children, including the keeping of appropriate records.

Conditions of employment

Conditions of employment are in accordance with the *Northern Grampians Shire Council Enterprise Agreement Number 8 – 2018* and Northern Grampians Shire Council policies and procedures.

Qualifying period - All Council appointments are subject to a minimum period of employment ("qualifying period") of six months.

Driving licence – The incumbent must hold a current driver's licence which allows them to drive within Victoria.

Medical examination - Some appointments may be required to undertake a satisfactory pre-employment medical examination at Council's expense.

Working with Children Check - The incumbent must hold a current Working with Children Check.

Police Check - All appointments are subject to a satisfactory National Police Record Check. Position subject to a current national police check to be updated every three years and assessed as suitable to work in aged care.

Competency requirements - This position will be required to maintain the following competencies:

- Level 2 First Aid & CPR
- Anaphylaxis and Asthma Training
- Food handling (desired)

Workcover arrangements - As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee's entitlement to any future Workcover compensation.

Document review

Date Approved/reviewed	September 2019
Prepared by	Manager People and Culture
Approved by	Chief Executive Officer

Employee Signature

[acceptance_status]

[acceptance_date]

[candidate_name]