

Position Description

Position Number: 1777

Early Childhood Educator – Diploma

Current Incumbent:

Classification:	Band 4
Directorate:	Community
Department:	Children's and Youth Services
Branch:	Children's Services
TRIM:	M12/50931

Position Description

Position Objectives

- The Program Leader will develop, implement and maintain a high quality education and care program for 0-6 year old children. By working collaboratively with the families, service team and the community the rights and best interests of the child will remain paramount. The importance of the role of Program Leader to Council is in ensuring our Children's services meet all regulatory requirements in accordance with the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011. The Program Leader supports our council community in ensuring the provision of high quality children's services.

Key Selection Criteria

- Experience in the provision of a high quality education and care program for 0-6 year old children in which the safety, wellbeing, rights and best interests of the child are paramount. A commitment to an equitable and inclusive program in which all children are seen as successful, competent and capable learners.
- Understanding of the skills required for working with and leading a team, being inclusive and respectful towards others
- Knowledge and application of providing quality customer service and knowing who your customers are.
- Experience in the implementation of a quality, age appropriate children's program that embeds the values and learning outcomes of the National Quality Framework.
- Knowledge and application in providing services and programs that support the inclusion of family and community

Key Responsibility Areas

- The development and implementation of a quality program for children, worked in accordance with the Education and Care Services National Law Act 2010, the Education and Care Services National Regulations 2011, the Children's Services Regulations 2009, Continuous Improvement, Council's Policies & Procedures and Service Philosophy, Goals and Objectives
- Ensuring curriculum decision making and documentation contributes to each child's learning and development outcomes in relation to their identity, connection with community, wellbeing, safety, confidence as learners and effectiveness as communicators. Ensuring that the program is inclusive, culturally sensitive and in accordance with regulations, funding criteria and management body.
- Ensure a comprehensive process of reflection, self-assessment and evaluation of programs, routines and systems

- Working with children within a co-operative team environment.
- Planning and providing a safe and secure environment according to relevant Children's Services Regulations and the Quality Improvement and Accreditation or equivalent system requirements that are based on the child's developmental and emotional needs.
- Respectfully and effectively communicating with parents and other parties regarding their children's experiences and development.
- Supervising, supporting and assessing educators and undertaking educator performance appraisals.
- Providing a role model for educators by demonstrating a high level of interpersonal and professional skills and ensuring service educators work collaboratively to affirm, challenge, support and learn from each other to further develop their skills, to improve practice, and relationships.
- Ensuring awareness and implementation of operational policies and procedures for the centre.
- Ensuring adherence to the Food Safety Standards
- Working cooperatively with Service Leaders and Council's Children's and Youth Services management and staff, responding and reporting as required in a manner that is effective, timely and in accordance with Council's Values.

Accountabilities

- Achievement of agreed, specific performance objectives for the position.
- Effective implementation of relevant work programs.
- Adoption and implementation of safe working practices and procedures.
- Adherence to all relevant Council policies and procedures.
- Adherence to all relevant provisions of applicable Acts and Regulations.
- Adherence to all practices and principles of the National Quality Framework.

Specialist Skills and Knowledge

- The qualifications relevant to the position as recognised by Department of Education and Early Childhood Development in accordance with Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011 and Children's Services Regulations 2009 and Children's Services Act 2009 (as amended).
- Familiarity with Council's policies and procedures for all Children's Service Centres.
- Knowledge of National Quality Framework and Early Years Learning & Development Framework.
- The understanding and ability to provide quality customer service.
- An ability to recognise the child's individual needs and respond appropriately.

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- A demonstrated ability to adapt activities to circumstances.
- An understanding of and ability to maintain confidentiality.
- Effective verbal and written communication skills.
- An ability to work as a team member who fosters a co-operative and caring work environment.
- The capacity to provide support for Service or Kindergarten Leaders.

Management Skills

- Delivering quality, affordable services.
- Achieving industry best practice.
- Continuous improvement in performance and productivity.
- Ability to set priorities, plan and organise own work and that of co-educator in the service.
- Capacity to consult and liaise with the Team Leader – Children’s Services, Manager Children and Youth Services, children’s services educators and other services to ensure collaboration, sharing of resources and coordination of services.
- Ability to work with relevant early childhood support services and other professional organisations within the community and the early childhood field.
- Skills to manage his/her time and work program to deliver the required outcomes of the position.
- Maintaining the required developmental records of children, programs and planning as specified by the regulations/funding criteria and management body.
- Administration of medication to children as necessary according to relevant regulations.
- Exchanging information as appropriate with families and other educators.
- Providing effective supervision and leadership of relevant educators, students and volunteers.
- Ensuring administrative tasks are undertaken in accordance with Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011 and Children’s Services Regulations 2009 and Children’s Services Act 2009 (as amended) and council requirements
- Participating where required in fee collection, including cash handling, ensuring adherence to Council cash handling policy and procedures.

Judgement and Decision Making

- Use of resources.
- Selection of safe work practices and procedures as appropriate and relevant to the job.
- Resolving issues as they arise.
- Advising management about issues which need specialist attention.

- Monitoring child/educator ratios within the room and taking appropriate actions to ensure regulations are maintained.
- Ensuring awareness and implementation of operational policies and procedures for the Centre.
- The incumbent is required to regularly consult and communicate with her/his service leader, team members, Council management team, contractors, clients, customers, residents and ratepayers as required
- Ensuring adherence to the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011 and Children’s Services Regulations 2009 and Children’s Services Act 2009 (as amended) and the National Quality Framework.

Interpersonal Skills

- Sound communication skills – both oral and written, appropriate for the position.
- Strong and effective customer service and problem solving skills relevant to the position.
- A positive and professional presentation.
- Ability to work effectively and successfully with a wide range of people from diverse backgrounds, cultures and community groups and agencies.
- Ability to work in a flexible manner.
- A tolerant attitude that ensures non-discriminatory service provision for and team work with colleagues and clients regardless of their; race, gender, age, sexuality, religion or disability.
- A willingness to commit to further training and development as required.
- An ability to be a model for educators in demonstrating a high level of interpersonal skills.
- The ability to lead educators and provide an environment that will motivate and foster mutual respect.
- A combination of skills, qualifications and experience, and personal attributes to enable him/her to effectively fulfil the requirements of the position.

Qualifications and Experience

- The qualifications relevant to the position as recognised by Department of Education and Early Childhood Development in accordance with Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011 and Children’s Services Regulations 2009 and Children’s Services Act 2009 (as amended). Minimum qualification required is Diploma in Children’s Services.

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- Current First Aid qualifications level 2.
- Acceptable Criminal History Check (valid within 6 months).
- Current and valid Working with Children Check Card (WWC).
- Current Anaphylaxis Management training (within 12 months).
- Willingness to obtain the Supervisors Certificate in accordance to Section 111, Education and Care Services national Law Act 2010.

Special Note:

- Incumbents of positions with Greater Shepparton City Council's Children's and Youth Services must be willing to work in all of the Council's services and centres. All positions

are with the Greater Shepparton City Council and the Council retains the right to relocate Educators from one service to another as required.

- Educators at Council's Children's Services will be required to take part of their annual leave during the Centre's annual closure.
- For educators in Council's Kindergartens/Fun Groups/Occasional Care Services (Take-a-Break) school holidays may be required to be taken as leave without pay.
- Our Mission statement is 'We are innovative, visionary, passionate and effective leaders in the community, advocating for and committed to giving children the best possible start in life'

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Council Values

Values reflect what we feel is important. Organisations may have core values that reflect what is important in the organisation. These values may be guiding principles of behaviour for all members in the organisation.

Our values are:

Respect first, always	<i>We are attentive, listen to others and consider all points of view in our decision making.</i>
Take ownership	<i>We take pride in honouring our promises and exceeding expectations, and are transparent with and accountable for our actions.</i>
Courageously lead	<i>We lead with integrity, and stand up and stand by what is in the best interests of the Greater Shepparton community.</i>
Working together	<i>We work collaboratively to create higher quality outcomes that are more efficient, thoughtful, effective and responsive. We cannot accomplish all that we need to do without working together.</i>
Continually innovate	<i>We are open to new ideas and creatively seek solutions that encourage us to do our best for our community.</i>
Start the celebration	<i>As ambassadors for our people and place, we proudly celebrate the strengths and achievements of Council and the Greater Shepparton community.</i>

Occupational Health and Safety

The incumbent, in conjunction with the OH&S committee, is responsible for the effective implementation of the Greater Shepparton City Council Safety Management System and demonstrate a commitment to effective risk management and minimisation.

- Take reasonable care for their own safety and that of others at work
- Obey all instructions from their Supervisors issued to protect their own personal health and safety and that of others
- Actively participate in OH&S, safety training and awareness programs
- Follow and encouraging work group adherence to Safe Working Procedures, instructions, guidelines and practices and recommend change if considered inadequate
- Use safety devices and PPE correctly and when required
- Report any Incidents, near misses or safety hazards to supervisors, management or HSR's
- Ensure that they do not endanger any other person through any act or omission at work
- Ensure they are not affected by the consumption of alcohol, drugs, illness or fatigue as to endanger their safety or that of others
- Actively participate in work group OH&S activities such as toolbox sessions

Customer Service

Greater Shepparton City Council recognises customer service as a whole of council responsibility. We will strive to provide service excellence through:

- Informed professional guidance and advice
- Listening to and understanding our customer needs
- Developing skilled and motivated staff
- Strengthening relationships between staff and the customer
- Ongoing evaluation reporting and continuous improvement.

Who are our customers?

Our customers are persons or organisations that use or needs a service provided by Greater Shepparton City Council.

Our Definition – Customer Service:

We believe service excellence is the ability to provide a high quality consistent and empathetic service to our customers in line with council objectives and statutory obligations.

Recordkeeping Responsibilities

As an employee of the Victorian Public Service Sector, it is your responsibility to create and capture a full and accurate record of your work related decisions and activities. It is also your responsibility to ensure that all records are managed in accordance with the Greater Shepparton City Council's Records & Information Management Policy, Framework and associated procedures."

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Accountability and Extent of Authority

The incumbent is subject to annual review (pursuant to Local Government Authorities Award 2001) and is accountable for:

- *The Officer is accountable to their Manager for providing accurate, effective and customer focused support to meet the needs of the Council.*
- *The position allows the Officer the authority to make decisions about the implementation of appropriate work practices to achieve the objectives and responsibilities of this position.*
- *The Officer has the authority required to carry out the duties and responsibilities of the position in accordance with established procedures, business rules and standards. Extensive freedom to initiate changes to policy, procedures and practices is encouraged and will be undertaken with the approval of the Manager.*

Extent of Authority

Subject to, and within the framework of, the provisions of relevant legislation and statutory requirements, and the Council's policies and procedures, the incumbent has the authority to provide advice and assistance to management and staff in accordance with: the Council Plan; relevant human resources, industrial relations, and anti-discrimination legislation; relevant Awards and certified agreements; Council's policies and procedures; and accepted organisation standards.

Emergency Management

The Greater Shepparton City Council understands and accepts its roles and responsibilities in emergency management operations described in the Emergency Management Act (1986 & 2013) and it is a core function of Council business.

At times the incumbent may be asked to assist in Council's emergency management operations, within reason.

Organisational Relationship

Reports To: Service/Kindergarten Leader

- Internal Liaisons:**
- Chief Executive Officer
 - Executive Leadership Team
 - Responsible Managers
 - Team Leader Children's Services/Early Childhood Services Coordinator
 - All Educators
 - Children's Services Centre staff
 - Manager –Children and Youth Services

- External Liaisons:**
- Parents/Service Users
 - General Public
 - Relevant Professionals

Acknowledged:

Employee:

Signature:

Date:

Counter Signed:

Employer Representative:

Signature:

Date:
