

POSITION DESCRIPTION



Title:	Early Childhood Educator – Certificate III (Kindergarten)
Position Number:	Various
Classification:	Level 1.1- 2.3
Directorate:	Healthy Communities and Liveability
Department:	Early Years Operations and Reform
Award:	Early Education Employees Agreement 2026
Incumbent:	

ORGANISATIONAL RELATIONSHIPS

Reports to:	Early Childhood Teacher
Direct Reports:	Nil
Primary Internal Relationships:	▪ Chief Executive Officer ▪ Executive Leadership Team ▪ Responsible Managers ▪ Service/ Kindergarten Leader or Program Leader ▪ Children's Services Centre staff ▪ Early Childhood Services Coordinator ▪ Team Leader Children's Services ▪ Manager – Early Years Operations and Reform
Primary External Relationships:	▪ Parents/Service Users ▪ General Public ▪ Relevant Professionals

POSITION OBJECTIVES

The Certificate III Educator will provide ongoing support to the Early Childhood Teacher.

Our vision is 'Better Outcomes for All Children' this will be demonstrated through a commitment to meet the requirements of the National Quality Framework, Early Childhood Australia's Code of Ethics and participating in a culture of critical reflection and continuous improvement.

KEY SELECTION CRITERIA

- Interact with children and families in a positive and respectful way.
- Ability to participate in working towards achievement of an Exceeding Standard of the seven quality areas defined in the National Quality Framework: educational program and practice; children's health and safety; physical environment;

staffing arrangements; relationships with children; collaborative partnerships with families and communities; and leadership and service management (this is a requirement under the National Law for all staff)

- Experience working in a team, being inclusive and respectful towards others.
- Demonstrated skills to engage with children and their families to maintain quality interactions and promote understanding of families background and child rearing practices
- Demonstrated understanding of confidentiality and how it is applied to children's services

KEY RESPONSIBILITY AREAS

Level 1.1

Under supervision and guidance:

- The Assist in the implementation of the daily routine completing tasks and activities without constant direction.
- Have a good understanding of and participate when required in emergency procedures;
- Assist with the preparation, general cleanliness (non-industrial) and cleaning up and packing away of activities;
- Attend to the physical, social and emotional needs of children on an individual and group basis;
- Achieve a warm and friendly relationship with children that is supportive and responsive to their needs;
- Foster play and cognitive development in children;
- Assist in developing good relations with families attending the service;
- Work positively and appropriately with all staff and parents, individual committee members and the employer in the provision of services;
- Develop an understanding of and contribute to the development and implementation of the program planned for the children;
- Undertake general observation of children, and report findings to the early childhood teacher as appropriate.

Level 1.2

Includes all Key Responsibility Areas relevant to Level 1.1.

Level 1.2 under general supervision and with guidance:

- The Assist in working with individuals and small groups of children, both spontaneous and organised in accordance with the teacher's plans;
- Encourage parents to participate in the program and the service's activities.

Level 1.3

Includes all Key Responsibility Areas relevant to Level 1.1 and Level 1.2

Under general supervision and with guidance:

- Undertake written observations of children as required, and provide these notes to the early childhood teacher;
- Use observations and records to actively assist in the development and implementation of aspects of the program as required;
- Work with children individually or in groups as directed by the teacher;
- Under direction, liaise with parents around issues concerning their individual children and general kindergarten matters as required.

Level 1.4

Includes all Key Responsibility Areas relevant to Level 1.1, Level 1.2 and Level 1.3

Under limited supervision:

- The Undertake detailed written observations of children as required;
- Use observations, individual children's profiles/records, and following consultation with the teacher, plan designated activities for specific areas of the program;
- Implement the specific program area for which they have been designated planning responsibility;
- Take observations of the children participating in the activity for which they have responsibility.

Level 1.5

Includes all Key Responsibility Areas relevant to Level 1.1, Level 1.2 and Level 1.3

Under occasional supervision and autonomously at times:

- The In consultation with the teacher, plan and supervise adjacent program areas and take observations of the children participating within them;
- Work with groups of children in planned group activities;

- Assist with the supervision of volunteers, students on placement or undertaking work experience.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

This position is accountable for:

- 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 Child safe service and organisational guidelines including the requirement for mandatory reporting of child abuse
- Has a responsibility for contributing and assisting in the provision of care for young children within a healthy, safe and welcoming environment.
- Reporting and recording appropriate accident/illness to appropriate personal.
- 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
- Managing his/her time and the work program to deliver the required outcomes of the position.
- Seeking Guidance where appropriate from more senior staff

This position has the authority to:

Work within the scope of the position description, corporate procedures and assigned delegations.

Judgement and Decision Making

- Routines and procedures are clearly defined and well documented. Tasks are performed from a selected limited range of existing systems, techniques, equipment, methods and processes in recurring work situations Selection of safe work practices and procedures as appropriate and relevant to the job.
- Resolving minor issues as they arise where appropriate for the position
- Guidance and advice is always available.

Multiskilling and additional duties

- The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skills, competence and training, provided such duties do not result in a narrowing of the employee's skill base.

SKILLS AND KNOWLEDGE

Specialist Skills and Knowledge

- Knowledge of the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011.
- An ability to support each child to participate in the program through the use of children's ideas and intentional teaching criteria as set by the Kindergarten Teacher
- Understanding of and ability to maintain confidentiality and its relevance to children's services.
- Verbal and written communication skills where appropriate for the position
- An ability to plan and organise own work so as to achieve specific objectives within a set timetable, in the most efficient way with the resources available
- An ability to develop professional relationships which are respectful and ethical
- Bi-lingual skills are advantageous
- A demonstrated interest in sustainable practices within an early childhood setting

Management Skills

- Delivering quality, affordable services.
- Achieving industry best practice.
- Continuous improvement in performance and productivity.
- Managing his/her time and the work program to deliver the required outcomes of the position.
- Reporting symptoms of ill health to appropriate personnel and record as required.
- Providing for development needs of the child in co-operation with other staff

- 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

Interpersonal Skills

- Sound communication skills – both oral and written - appropriate for the position.
- Strong customer service skills and experience and problem solving skills relevant to the position.
- Have a positive and professional presentation.
- Be committed to effective, quality customer service.
- Have the ability to work effectively and successfully with a wide range of people from diverse backgrounds and groups.
- Have an ability to work in a flexible manner.
- Willingness to commit to further training and development as required
- Ability to admit mistakes, learn from them and move forward.
- Ability to provide a model for staff in demonstrating a high level of interpersonal skills.
- Possess a tolerant attitude that ensures non-discriminatory service provision and team work to colleagues and clients regardless of their; race, gender, age, sexuality, religion or disability
- The person must have the combination of skills, qualifications and experience, and personal attributes to enable him/her to effectively fulfil the requirements of the position.
- The incumbent is required to regularly consult and communicate with her/his Manager, team members, other staff and Coordinators, contractors, clients and customers, residents and ratepayers as required.

QUALIFICATIONS AND EXPERIENCE

- The skills/qualifications experience 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). Certificate 3 Children's Services is essential.
- Current First Aid qualifications level 2.
- Criminal History Check (valid within six months).
- Current and valid Working with Children Check Card (WWCC).
- Current Anaphylaxis Management training (within 12 months).
- Current Asthma Management Training
- Preparedness to gain or a current understanding of Child Safe Standards and Child Protection.

OTHER INFORMATION

This position description is an overview of the role; reasonable adjustments to the role that do not change the overall level, scope or intent of the original position may be discussed and agreed to in consultation with the incumbent.

It is a prerequisite of this position that the incumbent holds and maintains a current:

- Working with Children Check
- Provide First Aid in a Childcare Setting
- Annual CPR
- Current Anaphylaxis Management training (within 12 months)
- Foundations of Child Safety Training

The tasks required of this position have been identified by Greater Shepparton City Council's Safety Management System as being at risk of contracting a vaccine-preventable disease. It is recommended that the incumbent be vaccinated against the following:

- Hepatitis A and B
- Whooping Cough
- Chicken Pox

- Measles/Mumps/Rubella (MMR).

Special Note:

Incumbents of positions with Greater Shepparton City Council's Children's 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.

LEGISLATION

As a Council officer the incumbent is required to be aware of and adhere to the following acts, regulations and codes (as replaced from time to time):

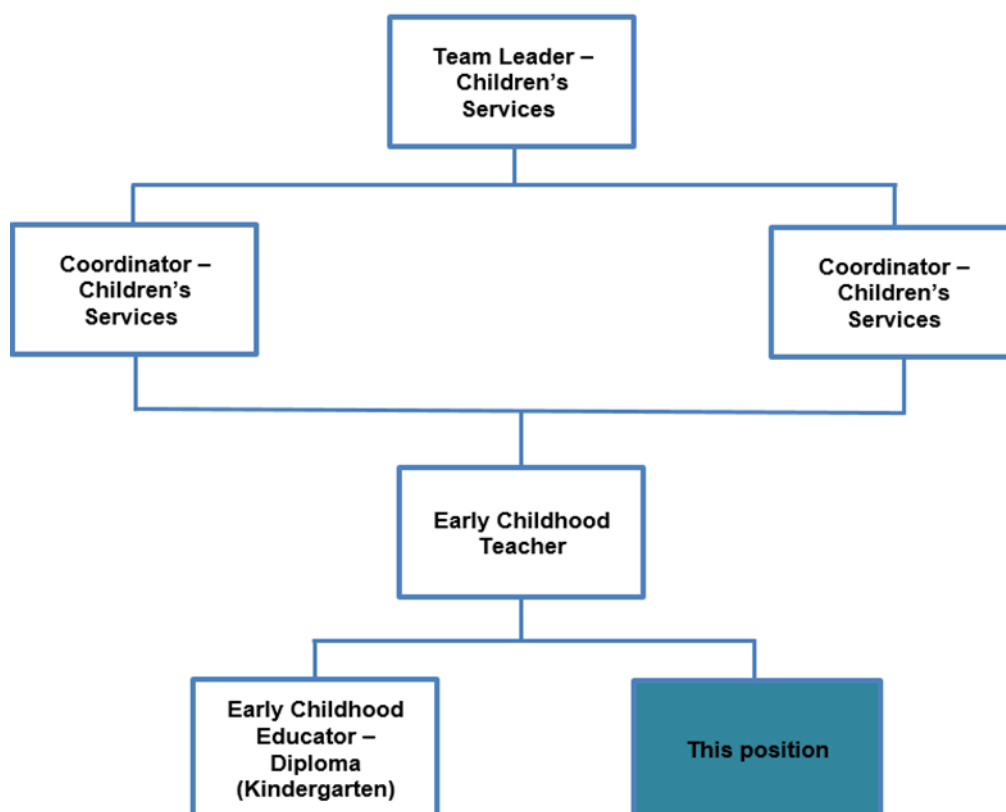
- Local Government Act 2020
- Occupational Health and Safety Act 2004
- Equal Opportunity Act 2010
- Greater Shepparton City Council– Employees Code of Conduct

This is not an exhaustive list and individual roles may have responsibilities under other forms of legislation.

ORGANISATIONAL CONTEXT

Departmental Overview

The Early Years Department delivers a broad and diverse range of strategic planning, services, activities and programs aimed at supporting engagement and inclusion children and families in our community. Our Children's Services deliver Long Day Care, Kindergarten, Pre- kindergarten and Occasional Care. All programs support education and care, access and inclusion, community connectedness, fosters Aboriginal and Torres Strait Islander engagement, embraces cultural development and better outcomes for children and families .



Our 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.



We are attentive, listen to others and consider all points of view in our decision making.



We take pride in honouring our promises and exceeding expectations, and are transparent with and accountable for our actions.



We lead with integrity, and stand up and stand by what is in the best interests of the Greater Shepparton Community.



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.



We are open to new ideas and creatively seek solutions that encourage us to do our best for our community.



As ambassadors for our people and place, we proudly celebrate the strengths and achievements of Council and the Greater Shepparton Community.

SHARED ORGANISATIONAL RESPONSIBILITIES

Occupational Health and Safety

All employees are responsible for the effective implementation of the Greater Shepparton City Council Safety Management System and demonstrate a commitment to effective risk management and minimisation. This includes:

- Taking reasonable care for their own safety and that of others at work.
- Obey all instructions from their supervisors to protect their own personal health and safety and that of others.
- Actively participate in OH&S training and awareness programs.
- Follow and encourage work group adherence to safe working procedures, instructions, guidelines and practices and recommend change if considered inadequate.
- Using safety devices and PPE correctly and when required.
- Reporting any incidents, near misses or safety hazards to supervisors, management or HSR's.
- Ensuring that they do not endanger any other person through any act or omission at work.
- Ensuring they are not affected by the consumption of alcohol or other drugs, illness or fatigue or endanger their safety or that of others.
- Actively participate in work group OH&S activities such as toolbox sessions.

Customer Service

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

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.

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.

Recordkeeping

As an employee of the Victorian Public Service Sector, you have a statutory obligation to maintain the confidentiality, integrity and availability of public sector information. It is your responsibility to ensure you are fully aware of the recordkeeping responsibilities detailed in the Greater Shepparton City Council's Records and Information Management Policy, Framework and associated procedures. It is a requirement for all staff to create, capture and protect the full and accurate records of all work related decisions and activities into relevant approved corporate systems.

Emergency Management

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.

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

Risk Management

All employees are to:

- Understand the principles and purpose of Risk Management and the associated framework activities.
- Understand all the risks associated with their activities and assist their Manager/Team Leader in the identification and management of risks.

Child Safety

Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

INHERENT PHYSICAL AND COGNITIVE REQUIREMENTS

The frequency of the physical and psychosocial demands required of the position are defined as:

Never (N)	Does not occur
Rarely (R)	May occur but does not occur daily or weekly. (1% - 5% of the time spent)
Occasionally (O)	Does occur, time is set aside to perform this activity. (6% - 33% of the time spent)
Frequently (F)	Occurs daily or takes up a large percentage of the day. (34% - 66% of the time spent)
Constantly (C)	Primary activity for this position. (67% - 100% of the time spent)

	N	R	O	F	C
Work Environment					
Indoors				X	
Outdoors				X	
Slippery Surfaces		X			
Uneven ground/Sloped areas			X		
Work in isolation		X			
Work in confined spaces	X				
Work at heights	X				
Work in dusty/fumes/foul smells	X				
Exposure to loud noises requiring hearing protection	X				
Exposure to personal waste			X		
Body Posture					
Standing					X
Sitting					X
Squatting/Crouching				X	
Kneeling				X	
Twisting				X	
Bending				X	
Manual Handling					
Reaching or working overhead (above shoulder)			X		
Reaching forward			X		
Gripping/fine motor movement			X		
Pushing/restraining		X			
Driving a vehicle		X			
Lifting floor to waist			X		
Lifting waist to overhead		X			
Lifting from a truck/trailer	X				
Lifting 0 - <5kg			X		
Lifting 5 - <10kg			X		
Lifting 10 - <15kg		X			
Lifting 15kg+	X				
Carrying awkward loads			X		
Climb steps/stairs/ladder		X			
Exposure to vibration	X				
Psychosocial					
Give direction to others				X	
Dealing with aggressive customers			X		
Dealing with upset customers			X		
Supporting dependent persons					X

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	N	R	O	F	C
Cognitive					
Written communication			X		
Verbal communication					X
Comply with legislation					X
Problem solve				X	
Reason/make sense of things					X
Make critical decisions				X	
Ensure accuracy/details					X
Remember names/details					X
Show creativity				X	
Examine/observe others				X	
Work quickly					X
Concentrate amid distractions					X

ACCEPTANCE AND AUTHORISATION

Employee

I have read and understand the requirements and expectations of the Position Description. I agree that I have the physical and cognitive ability to fulfil the inherent requirements of the position and accept my role in fulfilling the key responsibilities and corporate values. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Name: _____

Signature: _____

Date: _____

Authorising Officer

By signing below the Authorising Officer indicates their agreement with and approval of the position description.

Authorising Officer Name: _____

Position: _____

Signature: _____

Date: _____