

# POSITION DESCRIPTION

<b>POSITION</b>	<b>POSITION NUMBER</b>
Early Childhood Educator - Diploma	1173p
<b>CLASSIFICATION</b>	<b>ANZSCO CODE</b>
Band 4	421111
<b>DEPARTMENT</b>	<b>DIVISION</b>
Family and Children's Services	Community Wellbeing
<b>AGREEMENT</b>	<b>LOCATION</b>
Ballarat City Council Enterprise Agreement No. 9, 2023	Wendouree Children's Centre

## Position Objectives

Under the direction of the Centre Coordinator, Educational Leader and Lead Educator to collaborate as a team of early childhood professionals to work within the National Quality Framework including National Law and National Regulations, National Quality Standard and The Victorian Early Years Learning and Development Framework (VEYLDF) to:

- Provide quality education and care in a safe, secure, stimulating and healthy environment.
- Ensure the developmental needs, interests and experiences of each child in care are being met.
- To treat each child with respect and dignity and acknowledge the individual values of their families.

## Key Responsibility Areas

### Provision of education and care

Educators must demonstrate a genuine interest in meeting the needs of children and their families through the provision of quality education and care which reflects an awareness of the wellbeing of each child. This includes contribution to the development, implementation and active participation in an educational program which is:

- Based on the VEYLDF
- Delivered in a manner that accords with the VEYLDF
- Based on the individual developmental needs, interests and experiences of each child
- Guided by the City of Ballarat Children's Services Practice Guide for Educators.
- Inclusive of summative assessments, intentional teaching, observations, implementation of flexible routines and an understanding and respect for all cultures within the community.
- Critically reflected upon with other educators within the education and care environment.

### Safety and compliance

- To ensure the provision of optimum health and safety conditions by maintaining an attractive, safe and hygienic indoor and outdoor environment.
- To follow all City of Ballarat Children's Services policies and procedures.

### Professional relationships

- To contribute to a positive sense of teamwork through effective communication with other Educators and the Coordinator including sharing expertise in collaborative and respectful ways and committing to the Children's Services Practice Guide expectations.
- Positive role modelling of best practice to co-educators.

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## Relationships with families

- To build respectful relationships with families that recognise their expertise and roles as their children's first and most important educators.
- To maintain confidentiality of information concerning families.

## Professional development

- To attend and actively participate in professional development and team meetings to ensure ongoing skills development and to keep up with best practice.
- Continue to improve upon professional knowledge and a willingness to share such knowledge with other educators.

### *All Employees and Volunteers*

- Report hazards and incidents as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.

<b>REPORTS TO:</b>	<b>DIRECT REPORTS:</b>
Centre Coordinator and Lead Educator	<ul style="list-style-type: none"> <li>● Relieving Staff</li> <li>● Students</li> <li>● Volunteers</li> </ul>
<b>ORGANISATIONAL RELATIONSHIPS</b>	
Internal: <ul style="list-style-type: none"> <li>● Centre Staff and Staff of other Centres</li> </ul>	External: <ul style="list-style-type: none"> <li>● Client Families</li> <li>● Other Child Care Professionals</li> </ul>

## **ORGANISATIONAL RELATIONSHIPS**

### **Accountability and extent of authority**

- Responsible for the provision of a safe, caring environment.
- Under the direction of the Centre Coordinator, Educational Leader and Lead Educator, responsible for contributing to planning, implementation and evaluation of child focused programs within the service.
- Responsible for informing the Lead Educator and/or Coordinator of any serious incidents, issues, difficulties and opportunities that may arise in relation to the service.
- Contributes to educational programs based on written observations and evaluations of children's development, interests and needs.
- Undertake duties in accordance with all legislative requirements and Council policies.
- Create a welcoming environment for families using the service.
- Maintain positive and effective communication with parents, colleagues, management, visitors, other agencies and government departments.
- Work is performed within specific guidelines and under general supervision.
- May supervise and mentor students under the guidance of the Coordinator and Lead Educator

### **Judgement and decision making**

- Identify conditions and incidents requiring emergency attention and use initiative in arranging such action.

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- Ensure children's environment is safe and secure and use initiative in removing hazards and protecting children from danger.
- The nature of the work is clearly defined with procedures well understood and clearly documented. The particular tasks to be performed may involve selection from a limited range of existing techniques, systems, equipment, methods or processes in a defined range of recurring work situations.
- Guidance and advice is always available.
- Ability to act responsibly, promptly when emergency care is needed, or to protect children from hazards.
- Demonstrated use of initiative to achieve specific objectives efficiently.
- Proven ability to deal with sensitive and complex issues in a confidential manner.

## Specialist skills and knowledge

- Knowledge of the National Quality Standard
- Knowledge of the Children's Services Centre Regulations.
- Knowledge of Victorian & National Early Years Development Framework
- Ability to manage the ever-changing number of children who may be unfamiliar with the new environment, and to meet their needs.
- Willingness to use technology to support effective communication and delivery of programs to educators and families such as Microsoft teams, emails, and Storypark.

## Management skills

- Assist Leader Educators in implementing appropriate programs and routines for children.
- Effectively utilise resources - personnel, equipment and materials.
- This position requires basic skills in managing time and planning and organising one's own work, so as to achieve specific and set objectives in the most efficient way within resources available and within a set timetable.
- Employees in this role may assist other employees by providing guidance, advice and training on routine technical, procedural or administrative/professional matters.

## Interpersonal skills

- Contribute to a positive sense of teamwork through effective communication
- To be enthusiastic and self-motivated
- A demonstrated capacity to relate to young children.
- Capacity to develop co-operative relationships with colleagues, parents and staff from related agencies.
- Demonstrated ability to maintain confidentiality at all times.
- An understanding of and respect for diverse social and cultural values and attitudes in relation to parenting and caring for children.

## Qualifications and experience

- Relevant tertiary diploma or certificate III in accordance with the National Children's Services Regulations 2012
- Experience working with children, preferably in a formal education and care setting
- Current Working with Children Check (or willing to obtain)
- Current first-aid and anaphylaxis qualification (or willing to obtain)

## SELECTION CRITERIA

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- A minimum certificate III level qualification as outlined in the Children’s Services Regulations 2012.
- Capacity and willingness to work as part of a team.
- Capacity to cater for individual needs of children in relation to routines and operation of the Centre.
- Excellent communication and interpersonal skills.
- Capacity to contribute to the development of quality children’s services provision.
- Understanding of Education and Care Services National Regulations 2011, Early Years Framework and National Quality Standards.
- Knowledge and understanding of health and safety issues relevant to work activities and work area.
- Current working with children check (or willing to obtain)
- Current first-aid and Anaphylaxis qualification (or willing to obtain).
- Current Police check (or willing to obtain)

## ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

Name:

Signature:

Date:

## City of Ballarat Core Values

<p><b>We are honest and transparent</b></p>  <ul style="list-style-type: none"> <li>• We tell the whole story.</li> <li>• We provide a context and rationale for our decisions.</li> <li>• We trust each other enough to be honest.</li> </ul>	<p><b>We are accountable</b></p>  <ul style="list-style-type: none"> <li>• We do what we say we will do, when we say we will do it.</li> <li>• We learn from our mistakes and celebrate our successes.</li> <li>• We back up our teammates and also hold them to account with kindness and respect.</li> </ul>	<p><b>We value everyone</b></p>  <ul style="list-style-type: none"> <li>• We show respect to everyone, even if we disagree.</li> <li>• We ensure everyone has access to opportunities.</li> <li>• We are approachable regardless of our position in the organisation.</li> </ul>	<p><b>We work with and for our community</b></p>  <ul style="list-style-type: none"> <li>• We seek to understand our community’s needs and take action to meet those needs.</li> <li>• We engage with our community and share what we are doing and why.</li> <li>• We manage our resources responsibly and sustainably.</li> </ul>	<p><b>We work together</b></p>  <ul style="list-style-type: none"> <li>• We work towards common goals.</li> <li>• We support each other through the highs and lows.</li> <li>• We look for the best in each other.</li> </ul>
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*The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are*

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*listened to, their views respected, and their contribution recognised to ensure Council environments are safe.*