



## POSITION DESCRIPTION

<b>Position Title</b>	Early Childhood Educator - Level 2
<b>Position Code</b>	1110
<b>Directorate</b>	Community & Infrastructure
<b>Work Group</b>	Family & Early Childhood Services
<b>Position Classification</b>	Band 3
<b>Effective Date</b>	July 2022

### Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

### Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

### 1. Position Objectives

**1.1** Assist in providing a children's program and educational practice that is stimulating, engaging and enhances children's learning and development, and is based on an approved learning framework and be delivered to all children attending the centre.

**1.2** Approved learning frameworks are the Victorian Early Years Learning and Development Framework or the Early Years Learning Framework, or subsequent approved frameworks.

### 2. Working Relationships

Reports to	Early Childhood Coordinator
Supervises	N/A

### 3. Key Responsibilities

- 3.1** Be actively involved in the planning and implementation of programs that include assessment of each child's learning and development as part of an ongoing cycle of planning, documentation and evaluation.
- 3.2** Work within the requirements of the National Quality Standards and actively participate in achieving the highest rating level possible and provide input into the quality improvement plan for the centre.
- 3.3** Refer any concerns in relation to children's state of health, wellbeing or development the room leader or coordinator; complete accident / illness / medication records, record attendance details and monitor these regularly.
- 3.4** Work cooperatively as a member of a team and communicate effectively with clients and other staff for efficient information exchange to ensure appropriate outcomes.
- 3.5** Attend staff meetings, in-services and training courses, as required, and keep abreast with the latest trends, issues and practices within the field of early years care and education.
- 3.6** Carry out daily tasks in a timely and efficient manner whilst ensuring that the needs of the children are first priority.
- 3.7** Where applicable, and when time allows, check: Laundry for washing, drying and folding; Dishwasher and empty if necessary; Hand towels in the adult and children's bathrooms and fill if necessary.

### 4. Core Physical Requirements

- 4.1** Capacity to undertake childcare and educational duties, which may include lifting, bending, reaching, squatting & kneeling, etc.
- 4.2** Capacity to, on occasion, lift items unspecified in weight within individual limits.
- 4.3** Capacity to cope with loud noises, i.e. children laughing, crying, screaming, etc.

### 5. Accountability and Extent of Authority

- 5.1** The position is accountable to the Centre's Coordinator with guidance provided by qualified staff.

**5.2** Responsible for the efficient and effective use of resources within own area of responsibility.

## **6. Judgement and Decision Making**

**6.1** The position will involve situations in which judgements and decisions will normally be made using standard procedures and guidelines.

**6.2** Ability to work as a member of a team when implementing the children's program. This includes using judgement to support children's learning and development through play.

**6.3** Guidance and advice from a qualified staff member is always available.

## **7. Knowledge and Skills**

### **7.1 Specialist Skills and Knowledge**

**7.1.1** Demonstrated competent levels and sound knowledge of child education and care skills, e.g. nappy changing, engaging with children, language modelling, first aid, development stages of children 0 – 6 years, housekeeping duties and hygiene.

**7.1.2** Skills to use evidence to inform planning for early childhood experiences and practice.

### **7.2 Management Skills**

**7.2.1** Ability to use initiative in undertaking duties to ensure efficient and effective utilisation of resources and time.

### **7.3 Interpersonal Skills**

**7.3.1** Act in a non-judgmental and non-prejudicial manner.

**7.3.2** Ability to work cooperatively and effectively as part of a team and provide a positive role model for the children, families and other staff.

**7.3.3** Good listening, verbal and written communication skills and the ability to communicate politely, clearly, tactfully and effectively with children, families and other staff.

## 8. Qualifications and Experience

8.1 TAFE Certificate 3 in Children's Services or equivalent as per the Education and Care Services National Law and Regulations.

8.2 Experience in the care of young children.

8.3 First Aid Certificate is preferred.

## 9. Key Selection Criteria

9.1 TAFE Certificate 3 in Children's Services or equivalent as per the Education and Care Services National Law and Regulations.

9.2 Demonstrated relevant experience in childcare.

9.3 Ability to work cooperatively and effectively as part of a team and provide a positive role model for the children, families and other staff.

9.4 Good listening and verbal communication skills.

9.5 Willing to obtain and required to maintain a satisfactory National Police Check.

9.6 A current and satisfactory Working with Children Check.

9.7 First Aid Certificate is preferred.

**Authorised by: Director – Community & Infrastructure**

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**Date:**

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**Employee's Signature:**

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**Date:**

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## POSITION DESCRIPTION

<b>Position Title</b>	Early Childhood Educator - Level 3
<b>Position Code</b>	1112
<b>Directorate</b>	Community & Infrastructure
<b>Work Group</b>	Long Day Child Care Centre
<b>Position Classification</b>	Band 4
<b>Effective Date</b>	July 2022

### Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

### Our Values

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- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

### 1. Position Objectives

**1.1** Provide a children's program and educational practice that is stimulating, engaging and enhances children's learning and development. The program must be based on an approved learning framework and be delivered to all children attending the centre.

**1.2** Approved learning frameworks are the Victorian Early Years Learning and Development Framework or the Early Years Learning Framework, or subsequent approved frameworks.

## 2. Working Relationships

Reports to	Childcare Centre Coordinator
Supervisors	N/A

## 3. Key Responsibilities

**3.1** Plan and implement relevant programs that include assessment of each child's learning and development as part of an ongoing cycle of planning, documentation and evaluation.

**3.2** Work within the requirements of the National Quality Standards and actively participate in achieving the highest rating level possible and provide input into the quality improvement plan for the Centre.

**3.3** Liaise with parents for effective communication and information exchange of their children's individual needs and ensure observance of parent instructions e.g. religious or cultural practices, food intolerances / allergies and the day's activities, etc.

**3.4** Refer any concerns in relation to children's state of health, wellbeing or development to the Centre Coordinator; complete accident / illness / medication records, record attendance details and monitor these regularly.

**3.5** Ensure the provision of experiences for children and the use of the guidance techniques with children are developmentally appropriate and that the best practice in terms of care and safety are met.

**3.6** Work cooperatively as a member of a team and communicate effectively with clients, other staff and external agencies for efficient information exchange to ensure appropriate outcomes.

**3.7** Attend staff meeting, in-services and training courses, as required, and keep abreast with the latest trends, issues and practices within the field of early years care and education.

**3.8** Ensure the immediate reporting of any maintenance and / or repairs of the buildings or requirements is referred to the Centre Coordinator.

## 4. Core Physical Requirements

**4.1** Capacity to provide childcare and educational programs, which may include lifting, bending, reaching, squatting & kneeling, etc.

**4.2** The core physical job demands of this position that maybe reasonably expected, within

OH&S guidelines, include but are not limited to:

**4.3** Capacity to, on occasion, lift items unspecified in weight within individual limits.

**4.4** Capacity to cope with loud noises, i.e. children laughing, crying, screaming, etc.

## **5. Accountability and Extent of Authority**

**5.1** The incumbent is required to manage program resources, supervise the activities of staff and liaise directly with parents.

**5.2** In the absence of the Centre's Coordinator, the position is accountable for the effective operation of the Centre.

**5.3** Responsible for the efficient and effective use of resources.

## **6. Judgement and Decision Making**

**6.1** The position will involve situations in which judgements and decisions will normally be made using standard procedures and guidelines plus the application of professional knowledge and practical experience.

**6.2** Guidance from the Centre Coordinator will normally be available within the time required to make a choice.

## **7. Knowledge and Skills**

### **7.1 Specialist Skills and Knowledge**

**7.1.1** Program planning skills including knowledge of and ability to apply the approved learning frameworks i.e. Victorian Early Years Learning and Development Framework or the Early Years Learning Framework.

**7.1.2** Specialist knowledge and comprehension of child development and behaviours and childcare and education practices.

**7.1.3** Sound knowledge of the National Quality Standards and the assessment and rating process.

**7.1.4** Knowledge of the Education and Care Services National Law and National

Regulations.

**7.1.5** Knowledge of appropriate hygiene practices.

## **7.2 Management Skills**

**7.2.1** Time management and administration skills and the ability to reach objectives within time frames.

**7.2.2** Ability to use initiative in undertaking duties to ensure efficient and effective utilisation of resources and time.

**7.2.3** Ability to supervise and provide on-the-job training and guidance to team members, other staff or casuals assisting the team and vocational placement / work experience students and act as a positive role model.

## **7.3 Interpersonal Skills**

**7.3.1** Ability to work cooperatively and effectively as a member of a team and with clients, other staff and external agencies.

**7.3.2** Excellent verbal and written communication skills.

**7.3.3** Ability to be approachable and objective and apply clear and logical thinking to solve problems or resolve conflicts.

## **8. Qualifications and Experience**

**8.1** An approved diploma level education and care qualification as per the Education and Care Services National Law and National Regulations.

**8.2** Demonstrated relevant experience in centre-based childcare.

**8.3** Current Senior First Aid certificate i.e. accredited course HLTF301B (also called Apply First Aid / Workplace Level 2).

**8.4** Current Anaphylaxis Awareness and Asthma Emergency Management accredited training certificates.

## 9. Key Selection Criteria

- 9.1 An approved diploma level education and care qualification as per the Education and Care Services National Law and National Regulations.
- 9.2 Demonstrated relevant experience in centre-based childcare.
- 9.3 Sound knowledge of Victorian Early Years Learning and Development Framework or the Early Years Learning Framework.
- 9.4 Excellent communication skills and the ability to work cooperatively and effectively as a member of a team and with clients, other staff, and external agencies.
- 9.5 Current Senior First Aid certificate i.e. accredited course HLTF301B (also called Apply First Aid / Workplace Level 2), Anaphylaxis Awareness and Asthma Emergency Management accredited training certificates.
- 9.6 Willing to obtain a satisfactory Police Record Check.
- 9.7 A current and satisfactory Working with Children Check.

**Authorised by: Director – Community & Infrastructure**

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**Date:**

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**Employee's Signature:**

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**Date:**

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