# Position Description

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| **Position Title** | Educator Certificate 3 |
| **Position No** | 6120 |
| **Directorate** | Community |
| **Department** | Children, Youth and Family Services |
| **Unit** | Early Years |
| **Appointment Type** | Casual |
| **Classification** | Certificate 111 – Early Education Employees Agreement 2020 |
| **Location** | All employees may be directed to move either permanently or for temporary periods to other Early Years Services within the Shire due to operational requirements. |
| **Reviewed by People and Wellbeing** | May 2021 |
| **Employee – Name** | Signature Date / / |

# Position Objective

To assist and support the Early Childhood Teacher or Activity Group Leader to deliver a quality early childhood education program which complies with relevant regulations, quality standards service philosophy, codes of practice and Council policies and procedures. Work closely with the Early Childhood Teacher or Activity Group Leader to promote positive outcomes for children, their families and the kindergarten community.

# Organisational Values

Macedon Ranges Shire Council is committed to the core values of respect, honesty, accountability, working together and innovation.

We will show **respect** for each other and other opinions and perspectives. We will be **honest** about issues and gaps we have identified and that there is room for improvement. We will show ownership and be **accountable** for the actions we identify. We will **work together** positively and constructively across our department and directorate. We will be **innovative** through being open to new ideas and ways of doing things. We are ready to adapt.

# Key Responsibilities and Duties

### Professional practice

- Work under the direction of the Early Childhood Teacher or Activity Group Leader in accordance with Education and Care National Law Act 2010 and Education and Care Services National Regulations 2011 and National Quality Standards effective January 2012.
- Contribute to the development of and implement actions of the Quality Improvement Plan.
- Uphold the Code of Ethics of appropriate and expected behaviour of early childhood professionals
- Engage in professional development education to continually maintain/ develop professional knowledge and skills.
- Assist and attend to the needs of children on an individual and group basis.
- Commitment to Child Safe Standards and Reportable Conduct Scheme in accordance with the Macedon Ranges Shire Council Policies and Procedures.

## Program support duties

- Support and assist the Early Childhood Teacher or Activity Group Leader to plan, implement and evaluate educational program and practices that are stimulating and engaging and enhance children's learning and development.
- Prepare and set up the learning environment and conduct playground checks before the session.
- Assist in working with individuals and small groups of children, both spontaneous and intentional.
- Contribute to the development and implementation of the program.
- Document observations for individual and groups of children and report these to the Early Childhood Teacher or Activity Group Leader to inform children's learning goals and program planning.

## Collaboration and communication

- Create a welcoming atmosphere at the Early Years Service.
- Communicate with others in a respectful and friendly manner, modelling appropriate interactions.
- Respect the rights of others to confidentiality and privacy, remaining aware of responsibilities under relevant privacy legislation.
- Contribute to the preparation of communication with parents such as portfolios, displays, newsletters etc.
- Recognise the importance of diversity of families and children's backgrounds and experience. Use this knowledge to ensure inclusive practices.
- Develop and maintain respectful, equitable, positive and supportive relationships with children and families attending the service.
- Participate in local early childhood networks and meetings as agreed by your Supervisor.

## Teamwork

- Foster a supportive working environment.
- Recognise the benefits of a team approach for improving outcomes for children:
    - Share information and ideas
    - Participate in decision-making, planning and input into the educational program
    - Collaborative approach for open and reflective evaluation

    - Celebrate cooperation, innovation and diversity of the team.
- Assist in supervising students and volunteers with children.

## Occupational Health and Safety and Risk Management

- Perform all duties in a manner that ensure personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety
- Ensure staff follow safe work practices, procedures, instructions and rules at all times and report potential breaches.
- Ensure compliance with the provisions of the Occupational Health and Safety Regulations at all times.
- Ensure that identified risks are reported to line managers and identified risk reduction strategies are implemented.
- Ensure compliance with Council's Occupational Health & Safety and Risk Management Policy and Procedures.
- Ability to meet the inherent physical requirements of the position including participating in all activities involving children, such as bending, squatting/kneeling, lifting, sitting on floor, and moving quickly.

## Child Safe Standards Commitment

To strengthen Council's commitment to child safety and wellbeing, all Macedon Ranges Shire Council staff are required to understand our Child Safety and Wellbeing policy and Code of Conduct to maintain and enhance the wellbeing of children within the shire.

## Record Keeping

This position is responsible for ensuring that records are created which will adequately document the business activities in which they take part, and that the records created and received are captured into the appropriate and authorised recordkeeping systems in accordance with records management policy.

# Organisational Relationships

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| **Reports to** | Early Childhood Teacher or Activity Group Leader<br>Early Years Regional Team Leader |
| **Supervises** | Nil |
| **Internal Contacts** | All other Council staff |
| **External Contacts** | Parents<br>Students and tertiary organisations<br>Officers from the Department of Education and Training and Department of Health and Human Services<br>Community Service Organisations<br>Local Schools<br>Other Early Childhood professionals |

# Accountability and Extent of Authority

- Act in accord with relevant regulations, standards, codes and council policies and procedures.
- Communicate with the team prior to purchasing any equipment and goods relevant to the service, in keeping with the budget.
- Monitor and report issues in relation to maintenance of the building, playgrounds and equipment.

# Judgement and Decision Making

- Ensure confidentiality of information.
- Ensure the health and safety, wellbeing and education of young children enrolled at the Early Years Service.
- Advise relevant Early Years staff of issues which may limit or adversely affect the program and/or operation of the Early Years Service.
- Support or recommend as appropriate, issues necessary to improve programs, processes or the development of children.

# Specialist Knowledge and Skills

- Knowledge and understanding of the National Quality Standards.

- Understand of the Early Years Learning Framework or an approved Early Years learning framework.
- Basic understanding of children's learning and development and family-centred practice.
- Basic computer literacy including use of Microsoft applications such as Word and Outlook.
  - Ability to adapt to varying situations and work outside.

## Interpersonal Skills

- Ability to build strong positive professional relationships with service users.
- Ability to work cooperatively as a team member and work to resolve issues and conflicts that may arise with another team member.
- Ability to appropriately refer address concerns raised by families to the Early Childhood Teacher or Activity Group Leader
- Capacity to respond in an appropriate manner to children, conferring with the Early Childhood Teacher or Activity Group Leader to develop strategies to address challenging, unpredictable or unusual behaviour in children.
- Experience working inclusively with children who have additional needs and/or challenging behaviour.
- Understanding of the need to maintain strict confidentiality where required and a demonstrated capacity to do this.
- Facilitate the needs of families and children from different backgrounds.
- Demonstrate initiative, responsiveness and flexibility.

## Qualifications and Experience

- Certificate III in Children Services (Early Childhood) or equivalent, in accordance with requirements of the Education and Care Services National Regulations 2011, Australian Children's Education and Care Quality Authority (ACECQA).
- Current Provide an emergency first aid response in an education and care setting certificate (including Anaphylaxis and Asthma training).
- Working knowledge of the Education and Care Services National Law Act 2010, and the Education and Care Services National Regulations 2011 and approved Early Years Learning Framework.
- Demonstrated experience of work in early childhood services.

- Current Working with Children Check.
- Current Victorian Driver's Licence.

## Addressing the Key Selection Criteria

The position description should be read very carefully as this describes the core duties and requirements of the position and outlines the criteria used as a basis for selecting the most appropriate person for the job. Unless specified it is mandatory to address the key selection criteria.

We recommend that rather than stating you can meet each criterion; give specific examples illustrating particular skills which will enable us to determine how you meet the criteria of the position.

## Key Selection Criteria

1. Certificate III in Children Services (Early Childhood) or equivalent, in accordance with requirements of the Education and Care Services National Regulations 2011, Australian Children's Education and Care Quality Authority (ACECQA).
2. Experience in documenting observations for individual and groups of children and using these to inform children's learning goals and program planning.
3. Experience in setting up engaging and inviting learning environments in Early Childhood services.
4. Experience with meeting the needs of families and children from different backgrounds.
5. Basic understanding of children's learning and development and family-centred practice.
6. Ability to work cooperatively as a team member and work to resolve issues and conflicts that may arise with another team member.
7. Experience in working inclusively with children who have additional needs and/or challenging behaviour.
8. Be familiar with the Macedon Ranges Shire Council Values and be prepared to share and promote these values through behaviours at work.
9. Basic computer literacy including use of Microsoft applications such as Word and Outlook.
10. Hold a current Working with Children Check card prior to commencement.

**Note: Appointment is subject to the successful completion of a National Police check.**

## Conditions of Employment

Employment conditions for all employees are in accordance with the current certified agreements at this council and employment contract or industrial agreement, organisational policies and procedures as amended.

Current certified agreements pertaining to Macedon Ranges Shire Council employees are:

- Macedon Ranges Shire Council Enterprise Agreement 2019
- Early Education Employees Agreement 2020

Arrangements specific to your employment and work place will be explained to you during the recruitment process. For further details Enterprise Agreements can be downloaded from www.fwc.gov.au.

You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor.

## Application Process

The selection process has been designed to ensure that all eligible applicants have an equal opportunity to demonstrate their skills and suitability for the position. The selection process may include skills tests or work samples where appropriate, reference checking, psychological profiling, a medical examination or police check.

Appointment to positions within Macedon Ranges Shire Council is on the basis of merit.

## More Information

The Contact Officer's name is stated on the Job Advertisement. If you have any queries, please contact this person so your questions can be addressed promptly. Speaking to the contact person may assist you in your decision on whether to apply for the position.

## Privacy Statement - Recruitment

Personal and Health Information will be collected by Council during the recruitment process. The Personal and Health Information will be used solely by Council for this purpose. Council may disclose this information to other organisations if required by legislation. The applicant may apply to council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

## Canvassing of Councillors and Council Officers

Canvassing of Councillors and Council Officers, either indirectly or directly that may influence the outcomes of this application may be deemed a disqualification.