

WHITEHORSE CITY COUNCIL

Position description

Job title: Qualified Early Childhood Educator – Whitehorse Early Learning Services	
Classification: Band 4	Effective Date: January 2025
Reports to: Director Whitehorse Early Learning Services	Tenure: Permanent Full Time

About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer
Experience and
Service Delivery**



**Great
Organisational
Culture**



**Innovation
and Continuous
Improvement**



**Good Governance
and Integrity**



**Long Term
Financial
Sustainability**

We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

Goal Statement

The position will provide a quality education and care service that improves the educational and developmental outcomes for children.

Key Responsibilities

Position Specific Responsibilities

- Ensure knowledge and compliance with relevant frameworks, standards, legislation, council's corporate and Early Childhood Services and other policies and procedures relating to licensed education and care services.
- Assess children's learning by collecting and reviewing information about what individual children know, understand and can do.
- Critically reflect and plan the educational program and practice including routines that enhance each child's learning and development based on their interests and scaffold their learning.
- Plan, document and evaluate children's learning to underpin the educational program and critically think about what is offered and why.
- Collaborate, communicate and share with parents and other professionals (as required), the educational program, assessments and evaluations of their child's development needs, interests, experiences and participation in the program and assessments of the child's progress against the learning outcomes.
- Respect the diversity of colleagues, families and children.
- Continually review pedagogy to ensure best practice.
- Provide learning environments for children to interact and develop respectful and positive relationships with each other, educators and others.
- Ensure all children are adequately and actively supervised, at all times.
- Ensure the development and maintenance of accurate appropriate written records, reports and information.
- High level of written and verbal communication.
- Take an active role in collaborating with the Director to market and promote WELS including the kindergarten program in the community.
- Be an active participant and contributor to the Quality Improvement Plan.
- Actively participate in staff meetings, training and networking opportunities.

Corporate Responsibilities

- Ensure adherence to all Corporate Policies, Procedures and the Organisational Goals and Values Principles in the current Whitehorse City Council Collective Agreement by all staff under supervision.
- Ensure the organisation is aware of and compliant with relevant statutes and legislation.
- Identify and develop changes to policy and procedure in areas of responsibility.

- Ensure that risk management principles are adopted in all decision-making processes within the team.
- Undertake identification, reporting and resolution of risk management activities (including that staff are appropriately trained) and ensure that all relevant operating procedures provide for a safe working environment.
- Apply sound financial management techniques to team budget processes.
- Provide equitable and sound supervision of staff, (including ensuring appropriate training, development and motivation) to ensure that team KRA's are met and contribute to the strategic objectives of the team.
- Ensure appropriate care and use of assets and equipment.
- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety

Authority

Budget:

- Nil

Staff responsibility:

- The position will provide supervision, guidance and direction to educators and students on placement.

Decision Making:

- The position has the authority to make day to day decisions on the curriculum program to meet the requirements of Law Acts, Regulations, Standards, Frameworks, and Council policies and procedures.
- The position has the authority to take action to protect children from harm and any hazard likely to cause injury within the Law Acts, Regulations, Frameworks, Standards and Council policies and procedures.
- Guidance and direction should be sought from the Director on more complex matters.

Key Relationships

- The position will liaise with all staff in the Early Childhood Services team and other Council employees.
- The position is required to maintain professional relationships with families, the early childhood industry, other relevant professionals and government departments.

Skills and Attributes

Qualifications/Certificates/Licences and Experience

- Diploma in Children's Services, or other qualification deemed by the Regulations to be equivalent or superior.
- Demonstrated experience in an Early Childhood Service.
- Current Working with Children Check
- Current National Criminal History Check
- Current Level 2 First Aid and CPR Certificate.
- Current Anaphylaxis and Auto Injection Pen Certificate.
- Current Asthma Certificate
- Current Food Handlers Certificate (Desirable)

Technology

- Demonstrated knowledge and experience of relevant frameworks, standards, legislation, council's corporate and Early Childhood Services and other policies and procedures relating to licensed education and care services.
- Professional experience in building and nurturing relationships, curriculum decision-making, teaching and learning.
- Ability to make professional judgements to facilitate children's learning.
- Ability to draw on creativity, intuition and imagination to help improvise and adjust practice to suit the time, place and context of learning.
- Demonstrated knowledge and experience of relevant technology.
- Understanding of food safety practices.

Interpersonal

- Excellent written and verbal communication skills to enable effective and professional communication with children, families, team and other relevant professionals.
- Ability to communicate learning outcomes to families.
- Ability to work collaboratively with children, families, team and other relevant professionals.
- Ability to discuss and resolve issues with families and team members. Refer any complex issues to the Director.

Leadership/management:

- Ability to manage own time and that of others under supervision, meet deadlines and outcomes.

- Ability to provide team members and students with direction in their planning and reflection.
- Ability to implement management directions as advised by Director.
- Ability to self reflect and implement change and continuous improvement.

Additional requirements

- The position includes an inherent physical requirement to lift and carry children and equipment. Please refer to the Physical and Functional Requirements Checklist for more information. Short listed candidates may be required to attend a pre-employment medical examination.
- The position will be required to attend staff meetings, training and networking opportunities outside of the children's services centre's hours of operation.
- It is a requirement of Whitehorse Early Learning Service that educators are assessed as Certified Supervisors.
- This position has been identified as an "at risk" role which may have a potential occupational exposure to a vaccine preventable, communicable disease. It is a requirement that the incumbent receives immunisation in accordance with the Council's Staff Immunisation Program.
- In addition to Council's Staff Immunisation Program it is a requirement that the incumbent is also triple vaccinated against COVID-19 due to the vulnerability of the clientele they will work with.

Key Selection Criteria

1. Diploma in Children's Services or other qualification deemed by the Regulations to be equivalent or superior and knowledge and experience of relevant industry legislation, frameworks, standards and guidelines.
2. Demonstrated experience and achievements in early childhood education and care including staff and student management.
3. Successful organisation, planning and work prioritisation skills.
4. Professional experience in building and nurturing relationships, curriculum decision-making, teaching and learning.
5. Ability to draw on creativity, intuition and imagination to help improvise and adjust practice to suit the time, place and context of learning.
6. Demonstrate the capacity to discuss and resolve complex problems with families, team members and other professionals.
7. Demonstrated knowledge and experience of relevant technology.

Physical Requirements

TASK DESCRIPTIONS (Tick relevant frequency)

Task	Performed Often	Performed Sometimes	Never/Rarely Performed
Keyboard duties		✓	
Reading tasks		✓	
Writing tasks		✓	
Sitting (extended periods)		✓	
Walking/standing (briefly)	✓		
Walking/standing (extended)	✓		
Driving car/utility/truck			✓
Lifting/carrying duties (light)	✓		
Lifting/carrying duties (heavy)		✓	
Pushing/pulling tasks (light)	✓		
Pushing/pulling tasks (heavy)		✓	
Chopping/digging tasks			✓
Bending/kneeling/squatting	✓		
Climbing stairs/ladders/scaffolds			✓
Handling grease/oils			✓
Exposure to dust/dirt			✓
Exposure to hazardous materials			✓
Exposure to noise		✓	
Repetitive arm/wrist/hand movements		✓	
Other (please specify) Bending at waist for nappy changing and children's sleep routines	✓		

PHYSICAL ACTIVITIES – CHILD CARE

The following provides additional information in relation to the physical activities carried out by staff engaged in childcare duties. This information should be read in conjunction with the Physical Requirements Checklist and the Position Description of the individual.

The physical skills (in summary) required for this position involve the following:-

- Manual lifting/ carrying of children in/out of cots, high chairs and on/ off change table (may be in excess of 10kgs). An estimated minimum of 30 lifts per child (usually under two years of age).
- Sliding/ lifting/ carrying of indoor and play equipment x 2 daily.
- Transfer of materials from store room to indoor play area (cartons weigh est. maximum of 10kgs). Several high chairs and children-sized wooden chairs are transferred twice daily.
- Packing up of floor toys into plastic cartons 3-4 x daily requires significant and repeated periods of working at floor level.
- Talking to children in bent/ squat/ kneeling position consistently throughout the day.
- Floor play requires the ability to kneel /squat to children's level/ floor level. An estimated 20% of work demands require these postures.
- Pushing children on tricycle requires stooping.
- Seated on low ergonomic chairs for structured activities at low tables.
- Pushing/ pulling of 250 litre and 125 litre wheelie bins up ramp to footpath.
- Minimal repetitive movements in patting children to sleep and nappy changes.

The specific tasks include the following physical requirements:

Planning / programming

This involves discussion with other staff and planning of activities. The early childhood educator is responsible for planning activities for the children under his/her supervision and maintaining appropriate records and information regarding children and families.

An estimated half-hour weekly at an ergonomic workstation includes some minimal use of screen-based equipment.

Supervision and delegation

Supervision and delegation of duties for other staff, students and volunteers as appropriate, working co-operatively with all workers in the Centre.

Organising indoor activities

There is a combination of structured and non-structured activities. In the structured group staff interact with children in small groups or individually on the floor or at low tables.

Activities include painting, reading, craft, puzzles, building blocks/ construction, use of home play equipment, floor activity mats, play doh and games etc.

Organising outdoor activities

Supervised outdoor play, on play equipment, trampoline and sandpit. This involves supervision of children playing with lightweight playground equipment which is moved a few metres (to be protected from the weather) at the end of each day. Some of this equipment is permanently left in place. The large sandpit tarpaulin cover is removed and replaced each day by a childcare worker and children like to assist with this task.

Arranging furniture

The child sized height tables are moved according to the daily activity plan; the child-size wooden chairs are placed on tables or in storeroom in preparation for cleaners at the end of each day. Two staff move the low child-size tables.

Food preparation/ Serving food at lunchtime

Food is delivered by the Cook to the children's' room. The folding high chairs weigh an estimated 3kgs with a feeding tray of 750mm height which poses no difficulty for a worker of average height. Children sit either in high chairs or at the children's' table.

Cleaning/ clearing up

The children can assist in collecting toys from floor and placing in toy boxes or on low shelving. Toys are packed away at regular intervals throughout the day. Foam chairs, play mats and cushions are also put away to leave the floor as clear as possible for cleaning at the end of the day (kitchen play utilities remain in place). No general cleaning by early childhood educator is required apart from mopping up any spills on the floor from lunch or play and wiping down tables.

Supervising toileting/ nappy change

3-5 year old children are mostly independent in the use of specially designed/ low toilet facilities. Nappy changes for the 0-2 +year olds takes place approximately 5 x daily for usually no more than 10 children (could be a maximum of 15). The change tables (which have steps for children who are more independent) is at a good height of 900mm which minimises the need for bending.

Organising children's rest period

Lightweight mattresses are placed on the floor of the activities room then covered with a protector mat and fitted sheet which is undertaken in a kneeling position at

floor level. Many of the children in the 0-2 year age group are lifted and settled into cots, which have raised bases and drop-down sides, which minimises bending.

Laundry/ cleaning activities

Collect soiled linen and place in the washing machine. Washed items are either placed in dryer (situated within reach above washing machine) or onto a lightweight clotheshorse or outdoor line situated just above head height. Dried items are folded.