



WHITEHORSE CITY COUNCIL

Position description

Job title: Qualified Early Childhood Educator – Whitehorse Early Learning Services (WELS)	
Classification: Qualified ECE	Effective Date: January 2026
Reports to: Director WELS	Tenure: Permanent

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 provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our 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.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

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

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.

- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Accountability and Extent of Authority

Budget: Nil

Staff responsibility: The position will provide supervision, guidance and direction to educators and students on placement.

Judgement and 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.

Specialist Knowledge and Skills

- 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.

Qualifications 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)

Interpersonal Skills

- 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.

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.

Management Skills

- 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.

Application Requirements

- Diploma in Children's Services, or other qualification deemed by the Regulations to be equivalent or superior.
- Satisfactory National (and International as applicable) Criminal History Check.

- Working with Children Check.
- Current Level 2 First Aid and CPR Certificate.
- Current Anaphylaxis and Auto Injection Pen Certificate.
- Current Asthma Certificate
- Current Food Handlers Certificate (Desirable)

Notes and comments

- 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 double 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

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.		Performed often	
Hand/Arm Movement Tasks involve use of hand/arms			
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.		Performed often	
Standing Tasks involve standing in an upright position		Performed often	
Reaching Tasks involve reaching above head, and above and equal to shoulder height		Performed sometimes	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects		Performed often	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another		Performed sometimes	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body		Performed often	
Keyboard Duties Tasks involve sitting at workstation and using computer.		Performed often	
Satisfactory Vision Standard of vision required equal to that required for driver's licence		All the time	

Mandatory Personal Protective Equipment:

- Gloves
- Aprons
- Goggles (for handling cleaning chemicals)
- Closed-toes shoes

Any other relevant comments:

- Exposure to noise – Performed often

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, highchairs 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 storeroom to indoor play area (cartons weigh est. maximum of 10kgs). Several highchairs 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 or down ramp to and from footpath.
- Minimal repetitive movements in 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 minimum hour daily at an ergonomic workstation and or 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 an early childhood educator 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 highchairs 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 highchairs 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 900 mm 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.