

WHITEHORSE CITY COUNCIL

Position description

Job title: Trained Early Childhood Educator - Whitehorse Early Learning Services	
Classification: Trained ECE	Effective Date: December 2025
Reports to: Director WELS	Tenure: Permanent Part 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 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.
- Assist with the assessment of children's learning by collecting and reviewing information about what individual children know, understand and can do.
- Critically reflect and assist with planning the educational program and practice including routines that enhance each child's learning and development based on their interests and scaffold their learning.
- Assist to 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, 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.
- Assist to 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.
- 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 and Extent of Authority

Budget: Nil

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

Judgement and Decision Making:

- 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 Qualified Educator and or Director on more complex matters.

Specialist Knowledge and Skills

- **Mandatory qualification:** Certificate III in Children's Services, or an ACECQA-approved equivalent or higher qualification in accordance with the Education and Care Services National Regulations.
- 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, assisting with curriculum decision-making 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

- Certificate III in Children's Services or other qualification deemed by the Regulations to be equivalent or superior.
- Demonstrated experience in an Early Childhood Service.

Interpersonal Skills

- Excellent written and verbal communication skills to enable effective and professional communication with children, families, team and other relevant professionals.
- 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 Qualified Educator and or 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, meet deadlines and outcomes.
- Ability to implement management directions as advised by Qualified Educator and or Director.
- Ability to self reflect and implement change and continuous improvement.

Application Requirements

- 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)
- 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. **Demonstrated understanding of the Education and Care Services National Law and Regulations, National Quality Framework and VEYLDF**, and the ability to apply these appropriately in daily practice under the direction of senior educators.
2. **Experience supporting the delivery of quality early childhood education and care**, including contributing to routines, learning experiences and positive outcomes for children within a team environment.
3. **Effective organisational and time-management skills**, with the ability to prioritise tasks, follow established routines and adapt to changing daily requirements in a busy early learning setting.
4. **Ability to build positive, respectful relationships with children, families and colleagues**, and to contribute constructively to a collaborative and inclusive team culture.
5. **Capacity to use creativity and reflective practice** to respond to children's interests and needs, and to adjust practice within guidance provided by senior educators.
6. **Ability to identify issues and seek guidance appropriately**, including communicating effectively with team members and escalating matters in line with service procedures.
7. **Working knowledge of relevant technology**, including digital documentation and basic office systems used for communication, record keeping and programming support.

Physical Requirements

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			

Any other relevant comments:

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.