

# WHITEHORSE CITY COUNCIL

## Position description

<b>Job title:</b> Trainee – Early Childhood Educator	
<b>Classification:</b> Traineeship	<b>Effective Date:</b> August 2025
<b>Reports to:</b> Director WELS	<b>Tenure:</b> Temporary 12 – 18 months

### 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	Respect	Excellence	Accountability	Trust
We work flexibly together to achieve outcomes and solve problems.	We actively listen, value diversity and care.	We adapt, respond, learn and grow.	We take responsibility and follow through on our promises.	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.

Whitehorse City Council is a fair, equitable and inclusive employer. We uphold the principles of equal opportunity, and the Victorian Charter of Human Rights and Responsibilities. We provide reasonable workplace adjustments for people with disability and support access to other accommodations as required.

## Goal Statement

This position supports the delivery of high-quality early childhood education and care while the incumbent undertakes a nationally recognised early childhood qualification. The role works under supervision to assist qualified and trained educators in providing safe, inclusive, play-based learning environments for children. The trainee will develop practical skills and knowledge through hands on experience and structured training, contributing to positive outcomes for children and families.

## About the Traineeship

The trainee will work across all age groups and children's rooms within a Whitehorse Early Learning Services (WELS) Centre. Rotations will occur in structured blocks of time to ensure continuity for children and educators and to support the trainee's development. The trainee will be supervised and supported by experienced educators and room leaders, with duties aligned to the practical components of their training program. Dedicated time and support will be provided for study related activities and mentoring will be provided to help the trainee reflect on their practice, build capability, and meet course requirements.

## Key Responsibilities

### *Position Specific Responsibilities*

- Assist qualified and trained educators in implementing engaging, play-based experiences that support each child's learning and development.
- Support the care, safety and wellbeing of children during indoor and outdoor routines, meals, rest and transitions.
- Help create and maintain inclusive, nurturing and well-organised environments that promote exploration and belonging.
- Build respectful, responsive relationships with children through everyday interactions and play.
- Begin to build warm, respectful relationships with families through daily greetings and simple interactions, under supervision.
- Contribute to daily team practices, including intentional teaching, observation and reflection, under guidance.
- Follow the direction of educators and room leaders, actively participating in routines and program delivery.
- Complete training tasks and participate in study-related activities as part of the formal traineeship.
- Apply Whitehorse values and policies, including child safety, diversity and inclusion.
- Uphold confidentiality and demonstrate professionalism in all interactions with children, families and colleagues.

### *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.

### **Knowledge and Skills**

- Genuine interest in working with children and a commitment to supporting their wellbeing and development
- Willingness to work towards a nationally recognised Certificate III in Early Childhood Education and Care
- Ability to follow instructions and contribute positively in a team environment
- Capacity to communicate respectfully with children, families and educators
- Commitment to uphold Whitehorse City Council's child-safe practices, values and policies

### **Application Requirements**

- National Police Check
- Working with Children Check (WWCC) – Employee version
- Completion of Year 10 (if applicable to RTO requirement)
- Right to work in Australia

### **Key Selection Criteria**

- Demonstrated interest in early childhood education and working with young children
- Ability to follow direction and work positively in a team environment
- Good communication and interpersonal skills, especially with children and families
- Enrolled in and continuing to complete modules in a nationally recognised Certificate III in Early Childhood Education and Care in line with Centre and RTO requirements

## Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Kneeling/Squatting</b> Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	Kneeling or squatting to interact with children, assist during play, nappy changes, and rest routines	Frequently – throughout the day	Estimated 20% of the day
<b>Hand/Arm Movement</b> Tasks involve use of hand/arms	Assisting with activities, feeding, cleaning, setting up play and rest areas	Constant	Includes toy packing, food service, and child support
<b>Bending/Twisting</b> Tasks involve forward or backward bending or twisting at the waist.	Bending at the waist for sleep setup, lifting children, and during floor play	Frequent	Required for lifting and helping children
<b>Standing</b> Tasks involve standing in an upright position	Supervising children, preparing meals, and outdoor activities	Frequent – Varies by shift	Alternates with sitting and walking
<b>Reaching</b> Tasks involve reaching above head, and above and equal to shoulder height	Lifting children into cots, accessing materials on shelves	Occasionally	May involve overhead reaching
<b>Walking</b> Tasks involve walking on slopes and walking whilst pushing/pulling objects	Moving between rooms and outdoors, monitoring and assisting children	Frequent – all shift	Indoor and outdoor walking, including slope use
<b>Lifting/Carrying</b> Tasks involve raising, lowering and moving objects from one level position to another	Lifting children (up to 10kg+), toys and small furniture	Frequent	Minimum 30+ child lifts/day
<b>Pushing/Pulling</b> Tasks involve pushing/pulling away, from and towards the body	Moving bins, trikes, prams and play equipment	Occasionally	Includes pushing bikes during play
<b>Keyboard Duties:</b> Tasks involve sitting at workstation and using computer.	Using iPads or devices for documentation and communication	Occasional – short durations	Mainly for recording observations
<b>Satisfactory Vision</b> Standard of vision required equal to that required for driver's licence	Required to supervise children and ensure safety	Ongoing	Equivalent to driver's license standard

**Any other relevant comments:**

## **Physical Activities – Child Care**

Working in early childhood education involves being active throughout the day. You will need to:

### **Moving and Lifting**

- Lift and carry children (sometimes more than 10kg), often helping them into cots, chairs, and on or off change tables.
- Carry and move equipment such as toys, chairs, and play materials, usually twice a day.
- Set up and pack away toys and play mats multiple times a day, often at floor level.
- Push or pull bins and equipment as needed.

### **Working at Children's Level**

- Spend time kneeling, squatting, or bending to interact with children during activities and routines.
- Sit on low chairs or on the floor for group activities, story time, or play.

### **Rest and Sleep Time**

- Lift children into cots or place mattresses on the floor for rest time.
- Help children settle to sleep

### **Toileting and Nappy Changing**

- Support toddlers and young children with toileting routines.
- Change nappies using change tables designed to reduce the need for bending.

### **Meal and Cleaning Routines**

- Help serve food, clean up spills, and wipe down tables.
- Do light cleaning tasks such as loading washing machines or folding linen.

### **General**

- Work both indoors and outdoors in different weather conditions.
- Use basic technology to assist with communication or documentation.