Position Details

Position title:	**Diploma Early Childcare Educator**
Award Classification:	Band 4
Department:	Families, Youth and Children
Division:	Community Wellbeing & Inclusion
Date Approved:	November 2026
Approved By:	Manager Family, Youth & Children
Reports To:	Room Leader or Early Childhood Teacher
Supervises:	N/A
Internal Stakeholders:	Service based staff, children and families, students, volunteers, parents/caregivers and Council staff
External Stakeholders:	Families, professional agencies including allied health, early childhood intervention, statutory bodies

Position Objectives

- Contribute to the development and implementation of the education and care program based on up-to-date knowledge and understanding of the National Quality Framework of children aged 0-6 years
- Support the Room Leader or Early Childhood Teacher to plan, implement and evaluate the program, aligned to children's interests, strengths and cultural backgrounds
- Ensure program development and individual goals are based on the documented observations and records of children
- Work collaboratively with all Children's Services employees and the broader Department of Family Youth and Children to ensure the achievement of Council goals and objectives
- Meet requirements of the Education and Care Services National Regulations 2011 and Education and Care services National Law Act 2010; the National Quality Standards and the National and Victorian Early Years Learning and Development Frameworks

Key Responsibilities and Duties

- Collaboratively work with all educators, the Pedagogy Team Leader and centre leadership to provide a high-quality service which is inclusive, child-centred and aligns to best practice in early years pedagogy
- Deliver a quality program that meets requirements of the Education and Care Services National Regulations October 2011 and Education and Care Services National Law Act 2010; National Quality Standards and the National and Victorian Early Years Learning and Development Frameworks
- Maintain a strong understanding of Council's Children's Services Operational Procedures and their application within the service
- Actively and purposefully engage with and supervise children attending the service
- Ensure a child safe culture and environment is promoted and maintained, compliant with Council's Child Safe Policy and Procedures
- Build strong and respectful relationships with centre-based staff, families, and other key internal and external stakeholders
- Apply professional development learning and best practice techniques to ensure the children's programs reflect contemporary approaches to curriculum development, assessment and evaluation, and ensure accurate recording and maintenance of children's developmental records
- This role may require you to be a member of the emergency control organisation (ie: chief warden, deputy)

Accountability and Extent of Authority

- Support the Room Leader and centre staff to achieve the National Quality Standards and meet goals for the room and service,
- Undertake required duties in accordance with Council policies, procedures and guidelines, including meeting mandatory reporting timeframes
- Understand the Education and Care Services National Law Act 2010, the Education and Care Services National Regulations 2011 and other relevant legislation and regulations and support the implementation as applicable to the role
- Ensure privacy and confidentiality obligations are met with relation to all information available and discussed at the centre
- Maintain records of appropriate educational programs based on written observations and evaluations of children's development

Judgement and Decision Making

- Prioritise own work to ensure centre and organisational objectives and required deliverables may be achieved within a timely manner
- The objectives and procedures for working in City of Port Phillip's early years setting are clearly defined, and guidance is always available from the Children's Services Room Leader, Early Childhood Teacher, Pedagogy Team Leader or Centre Coordinator

- Decisions are based on the requirements of the National Quality Frameworks, National and Victorian Early Years Learning Frameworks, Education and Care Services National Regulations 2011, Education and Care Services National Law Act 2010, Council Policies and Children's Services Operational Procedures and the direction of Council's Children's Services Leadership Team

Specialist Skills and Knowledge

- Knowledge of early childhood learning practices, including innovative approaches to curriculum development, assessment and evaluation processes not limited to the Early Years Learning Framework (EYLF,) the Victorian Early Years Learning and Development Framework (VEYLDF), and associated support resources
- Sound knowledge and understanding of the Education and Care Services National Law (2010), Education and Care Services National Regulations (2011) and Child Safe Standards as they apply to centre based services
- Knowledge of contemporary early childhood development approaches that are developmentally appropriate and tailored to meet learning experiences socially, emotionally, physically and cognitively
- Sound knowledge and practical experience in the use of online tools for implementation of programming and communication

Management Skills

- Ability to prioritise, manage, plan and organise own time to complete requested tasks in accordance with relevant policies, procedures and guidelines
- Support the provision of early years programs with resources from relevant Frameworks and with guidance from the Room Leaders
- Ability to manage conflict and deal with sensitive matters in a professional manner

Interpersonal Skills

- Actively contribute to a positive team environment and promote a culture of collaboration across the centre
- Communicate openly, clearly, positively and respectfully with all children, families and staff and ensure actions and decisions are always based on the interests of the children, families and community
- Contribute to a positive team culture where all actions and decisions made are based on the interests of the children, families and community
- Demonstrated skills in producing routine written communication to a professional standard
- Promote and maintain a positive service environment, ensuring it is welcoming and inclusive of all families
- Ability to accept and reflect on feedback and offer constructive feedback to others

Qualifications and Experience

- Diploma in Children's services or equivalent, in accordance with the Educational and Care Services National Regulations (2011)
- Prior experience working in an early childhood setting
- Experience in using Microsoft Office Suite, particularly Microsoft Word and Outlook

Mandatory Requirements

- Successful Functional Capacity Assessment

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia

- Sufficient proof of their identity.
- Complete a National Police Check completed via City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

Key Selection Criteria

- Personal values and behaviours that align with City of Port Phillip values and behaviours including Working Together; Creative and Strategic Thinking; Personal Growth and Performance; Courage and Integrity; Accountability and Community First.
- Sound knowledge of child development and behaviour guidance practices
- Ability to work effectively as part of a cohesive team
- Well-developed verbal and written communication skills and ability to build positive and respectful relationships with children, families and other professionals
- Ability to apply technical skills including the use of various computer programs including MS Word and Outlook

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.