Surf Coast Shire Council

Position Description

Position:	**Early Childhood Educator**
Agreement:	Early Education Employees Agreement (EEEA)
Award Classification:	EEEA (Dependent on work history)
Division:	Community Life
Department:	Community Strengthening
Team:	Early Years
Date Reviewed:	October 2024
Approved By:	General Manager Community Life
Current Incumbent:	**VACANT**

Surf Coast Shire Council Acknowledges the Wadawurrung People, and the Gulidjan and Gadubanud Peoples of the Eastern Maar nation as the Traditional Owners of the land we now call Surf Coast Shire. We pay our respects to their Elders past and present, and all other Aboriginal and Torres Strait Islander People who are part of our Surf Coast Shire community.

Our purpose, direction and approach were developed collaboratively by our people for our people.

As an employee of the Surf Coast Shire Council you are committing to work towards our purpose within our team by following our direction and living our approach.

Purpose, Direction and Approach

Council is committed to helping our community and environment to thrive. In order to do this we understand that we will be an innovative and flexible leader that values the strengths of others enabling our workplace to be a place where people can do their best and be proud of their achievements.

Our Approach guides us in the way that we work:

We Do What We Say

We set clear expectations

We are accountable for our actions

We get things done

We Work Together

We value strengths and differences

We seek to work with others

We help people to succeed

We See Opportunity

We look for better ways

We are open minded

We learn from our experiences

We Make a Difference

We proudly represent Surf Coast Shire Council

We act with the future in mind

We go the extra mile

Introduction of the work of the team

Surf Coast Shire Council is the Early Years Manager (EYM) of six sessional Kindergarten services, including Kurrambee Myaring Kindergarten, Torquay Kindergarten, Jan Juc Pre-School, Anglesea Kindergarten, Helen Mary Kininmonth Kindergarten (Winchlesea) and Lorne Kindergarten.

POSITION OBJECTIVES

- To ensure the provision of a high quality education and care program that meets the approved learning frameworks and National Quality Standards set by state government.
- To support an inclusive and safe environment for children where innovation, creativity, active play and resilience are encouraged.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Team Leader Kindergarten Programs
Supervises:	N/A
Internal Relationships:	All employees and Councilors
External Relationships:	Members of the public, state and federal government and community groups and external service providers.

KEY RESPONSIBILITIES

- Create an open and welcoming environment that is inclusive and respectful for children and families that use the service
- Ensure the health, safety and wellbeing of children including supervision requirements
- Assist in planning, implementing and evaluating a developmentally appropriate educational program, keep appropriate records of children and their progress and document strategies used to achieve individual objectives
- Assist in planning and delivering outdoor nature play programs (Bush/Beach Kinder)
- Assist in ensuring that the early years' service building, grounds and equipment are maintained to a high standard of safety, cleanliness and repair
- Uphold the Code of Ethics of Early Childhood Educators and responsibilities under the Child Safety Standards
- Assist with administration tasks such as child attendance records, accident and medication forms and maintaining children's records in a confidential manner
- Work within the policies and procedures of the early years' service
- Work within the requirements of state and federal funding requirements including Education and Care National Law and Regulations, Kindergarten funding guidelines and Surf Coast Sire policies and procedures.

ACCOUNTABILITY & EXTENT OF AUTHORITY

- Perform a range of duties under direct supervision
- Responsible for the quality of own work
- Report any service development, difficulties and opportunities to the Early Childhood Teacher
- Responsible for the supervision of all children within the program.

JUDGEMENT AND DECISION MAKING

- Ability to resolve minor problems that relate to the immediate work environment
- Routines and procedures are well-defined, understood and documented
- Ability to maintain confidentiality, professionalism and discretion at all times.

SPECIALIST SKILLS AND KNOWLEDGE

- Demonstrate knowledge and understanding of early childhood development, the National Quality Framework and the approved learning frameworks
- The ability to assist in implementing a developmentally appropriate program that meets or exceeds the National Quality Standards
- Knowledge of Education and Care Services National Law Act (2010) and Regulations (2011)
- Knowledge of the Child Safety Standards and Information Sharing/ MARRAM reforms
- Well-developed communication and customer service skills.

MANAGEMENT SKILLS

- Ability to utilise skills to respond to family concerns, difficult situations with children and seek advice and guidance from senior staff when required.
- Ability to manage own workload to achieve set outcomes within the resources that are available to this position.

INTERPERSONAL SKILLS

- Ability to maintain confidentiality
- Ability to gain confidence and respect of families and children
- Demonstrated ability to relate to both children and adults
- Sound oral and written communication skills
- Skills in conflict resolution and problem solving.

KEY SELECTION CRITERIA

Qualifications and Experience

- Minimum of a Certificate lll in Children's Services from an ACECQA approved training organisation
- Demonstrated experience working with children and families
- Experience in assisting in the development and implementation of an educational program in accordance with approved learning frameworks
- Knowledge of the National Quality Framework and an understanding of how this impacts on daily practice
- Excellent skills in verbal and written communication with children, staff and the wider community
- Demonstrated ability to work flexibly and collaboratively with all staff
- Ability to manage risks and identify health and safety issues pertaining to workplace
- A current level II First Aid qualification, including Asthma, Anaphylaxis and CPR.

Other requirements

- Current Victorian driver's license
- You have the Right to live and work in Australia
- A current Working with Children Check (WWCC). All positions within Council are required to have a current WWCC. All prospective employees cannot commence work with Council until they have a valid WWCC
- Police Check results that are suitable for this position. All prospective employees will be required to undertake a national and/or international criminal history check before commencing employment with Council. This check will be conducted and paid for by Council.

ORGANISATIONAL RESPONSIBILITIES

Child Safe Standards	Surf Coast Shire Council is committed to being a Child Safe Organisation where children and young people are protected, respected, and encouraged to reach their full potential. The Victorian Child Safe Standards are embedded across the organisation, our policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. Staff are expected to have and maintain a commitment to child safety, equity, inclusion and cultural safety.
Equal Opportunity	Surf Coast Shire Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, gender, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.
Fraud and Corruption	To ensure Council's Fraud & Corruption policy and program are consistently observed and complied with, it is essential to apply sound fraud and corruption management practices within the workplace and community. Maintaining awareness through relevant training is crucial for all staff to meet their obligations and responsibilities related to fraud and corruption. Participation in the organisation's Fraud & Corruption training is a requirement to uphold these standards.
Record Keeping	Staff are required by legislation and internal policies to create full and accurate records that document official business activities of council.
Right to disconnect	In accordance with the new Australian right to disconnect legislation, this role acknowledges the importance of work-life balance and the employee's right to disconnect from work outside of regular working hours. However, and in addition to any obligations listed above, there may be occasional requirements to be available to take calls after hours or on weekends to address urgent matters or critical issues that arise.
Risk Management and Workplace Health & Safety	Ensure that work practices are conducted in line with Council's Workplace Health and Safety and Risk management policies, practices and relevant legislation. Observe safe work processes in accordance with training and instruction reporting any risks, hazards and incidents in a timely manner using the correct channels of communication.
Business Continuity and Emergency Management	All roles support business continuity and emergency management through participation in planning, training, and response activities relevant to their function.

To apply for this role please use the links on the 'Employment Opportunities' page of our website. To be considered for this opportunity candidates must address the Key Selection Criteria and follow the instructions listed in the Employment Application Guide.