Position Details

Position title:	**Assistant Early Childhood Educator**
Award Classification:	Band 3
Department:	Families Youth and Children Services
Division:	Community Wellbeing & Inclusion
Date Approved:	November 2026
Approved By:	Manager Family Youth and Children

Organisational Relationships:

Reports To:	Room Leader
Supervises:	N/A
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

Position Objectives

- Contribute to the preparation and implementation of the education and care program based on up-to-date knowledge and understanding of the National Quality Framework as it relates to child development of children aged 0-6 years.
- Ensure the health and safety of all attending the service through maintenance of the internal and external environments and provision of a healthy and stimulating environment for children
- Actively contribute and participate in program and service improvement initiatives • Work collaboratively and cooperatively with all room and centre staff

Key Responsibilities and Duties

- Consistently demonstrate and uphold Council's shared values and behaviours in their daily practice

- Work collaboratively within the team to provide a high-quality education and care service to children and families
- Support the provision of a stimulating and inviting environment both indoors and outdoors that is regularly re-set during the day
- Assist early years educators in provision of age-appropriate and stimulating experiences and activities to promote the social, emotional, physical and cognitive development of each child
- Actively engage with and supervise children
- Ensure a proficient understanding of Council's policies and procedures and Children's Services Operational Procedures and their application within the service
- Deliver programs in accordance with the Education and Care Services National Regulations 2011; the Education and Care Services National Law Act 2010; the National Quality Standards and the National and Victorian Early Years Learning and Development Frameworks

Accountability and Extent of Authority

- Understand and implement the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations, City of Port Phillip Children's Services Operational Procedures and all other relevant legislation and regulations applicable to this role
- Actively support the Room Leader and broader service team in achieving the required National Quality Standards within the service
- Support the learning and development of all children using inclusive, family-centred, child focused play and strength- based practice whilst working under general supervision and specific guidelines.
- Actively contribute to provision of a safe, healthy, welcoming and stimulating environment
- Maintain privacy and confidentiality obligations in relation to information discussed and shared by educators

Judgement and Decision Making

- The objectives and procedures for working in Children's Services are clearly defined and well understood through Operational Procedures. Guidance and support is always available within the service.
- Decisions are based on requirements of the National Quality Framework; National and Victorian Early Years Learning Frameworks; Education and Care Services National Regulations 2011 and Education and Care Services National Law Act 2010; City of Port Phillip Operational Procedures and under the direction of Council, Centre Leadership and the Pedagogy Team Leader role.

Specialist Skills and Knowledge

- Ability to understand contemporary early childhood practice
- Child Safe Standards and Child Protection Protocols
- Education and Care Services National Regulations 2011

- Education and Care Services National Law Act 2010
- National Quality Framework
- National and Victorian Early Years Learning Frameworks
- Safety and supervisory practices of young children

Management Skills

- Ability to set priorities and organise own time and resources to ensure optimum outcomes
- Support the planning and implementation of early years programs in collaboration with the team

Interpersonal Skills

- Ability to communicate respectfully, positively and clearly in all interactions
- Contribute to the development of a positive workplace culture within the room and across the broader service
- Ability to prepare and complete required written documentation across the program, including child observations to the required standard. Strong teamwork skills, with the ability to collaborate and work as a cohesive team member with staff across the service

Qualifications and Experience

- Certificate III in Children's Services (or equivalent)
- Experience in the Microsoft Office Suite, particularly Word and Outlook
- Experience in an early childhood setting is desirable
- Satisfactory Police and Working with Children checks

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

Support Council's business continuity, emergency management and municipal recovery activities when required.

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 align with the 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.
- Some relevant experience in the Early Years sector
- Demonstrated effective verbal and written communication skills with children, families and all key stakeholders

- Ability to effectively support the implementation and evaluation of an inclusive and child centred program
- Proven ability to work as part of a team and contribute to a positive workplace culture
- Ability to effectively organise own time to meet required program and service outcomes

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.