



POSITION DESCRIPTION

TITLE:	Kindergarten Educator Diploma Qualified
CLASSIFICATION:	In accordance with EEEA (2016)
DEPARTMENT:	Corporate & Community Services
DIVISION:	Early Years
CURRENT OCCUPANT:	Vacant
MANAGER:	Early Years Coordinator
DATE UPDATED:	02/01/2019

1. POSITION OBJECTIVES

- Assist with the provision of a high quality kindergarten program within West Wimmera Shire Council.
- Contribute to the implementation of a quality educational program that meets the individual developmental needs of each child, in consultation with families and other educators.
- Operate in a professional manner at all times, meeting the requirements of all Australian Children's Education & Care Quality Authority (ACECQA) and Department of Education and Early Childhood Development (DEECD) requirements, Regulations and Law.
- Contribute to the operation of a program in line with the National Quality Framework (NQF); Early Years Learning Framework (EYLF); and Victorian Early Years Learning and Development Framework (VEYLDF).

2. KEY RESPONSIBILITY AREAS

2.1 General

- Work under the direction of the Kindergarten Teacher, in accordance with all ACECQA and DET requirements, the NQF, EYLF and VEYLDF.
- Operate within the requirements of West Wimmera Shire Council's policies and procedures and West Wimmera Shire Council's Kindergartens policies and procedures.
- Assist with the delivery of the program in conjunction with the Kindergarten Teacher.
- Contribute to documentation of children's learning, in line with the EYLF and VEYLDF.

- Be actively involved in the ACECQA ongoing Quality Improvement Plan and Assessment and Rating process.

2.2 Kindergarten

- Contribute to the planning and implementation of a program which meets the individual developmental needs and interests of the children, including taking written observations of children.
- Provide a healthy, safe and welcoming environment and ensure that all children attending kindergarten are supervised at all times.
- Develop positive partnerships with families, including engaging in two-way communication with families about a child's day.
- Respect the confidentiality of information relating to families and children and comply with privacy policies.

2.3 Team Responsibilities

- Work as a member of a cooperative team.
- Participate in professional development to ensure up to date knowledge in regard to current practices and recommendations.
- Participate in an annual staff performance appraisal and regular review of professional development goals.

3. ORGANISATIONAL RELATIONSHIPS

Reports To: Kindergarten Director and Early Years Coordinator

Supervises: Nil

Internal Liaisons: Kindergarten staff
Maternal & Child Health nurse
West Wimmera Shire Council management & staff

External Liaisons: Families and children
Early Childhood Intervention Support services
Preschool Field Officer
Department of Education & Early Childhood Development

4. ACCOUNTABILITY AND EXTENT OF AUTHORITY

Responsible for:

- Working within standards set out by the Education and Care Services National Regulations (2011) and the Education and Care Services National Law Act (2010).
- Participate in and actively meet the requirements of ACECQA's National Quality Framework, including contributing to the service's Quality Improvement Plan.
- Working in accordance with the policies and procedures of the Kindergarten and West Wimmera Shire Council.

5. JUDGEMENT AND DECISION MAKING

- Ensure the safety of children, self, other adults and the environment.
- Use policies and procedures, regulations, frameworks and professional knowledge to solve a range of problems involving children, families and educators.

- Recommend maintenance and replacement of equipment in conjunction with the Kindergarten Teacher.

6. SPECIALIST KNOWLEDGE AND SKILLS

- An understanding and knowledge of early childhood development.
- Well-developed communication and organisational skills, with the ability to communicate confidently to all stakeholders.
- Good interpersonal skills and a positive approach when working with all parents, other professionals, and the community.

7. MANAGEMENT SKILLS

- Ability to use initiative and work unsupervised as required.
- Knowledge of, and participation in the review of, policies and procedures.
- Ability to manage own time.

8. INTERPERSONAL SKILLS

- Excellent interpersonal skills and the ability to communicate effectively with colleagues, parents, staff at all levels, other professionals and community members.
- Strong oral and written communication skills and the ability to communicate positively and professionally with Council officers and staff, families and others.
- An ability to contribute to and work effectively in a team environment.
- Well-developed self-motivation skills.
- Effective listening skills, both with children and adults.
- Solve problems through discussion, negotiation and team work in order to maintain productivity and service standards.
- Maintain confidentiality at all times.

9. QUALIFICATIONS AND EXPERIENCE

- Minimum Diploma in Early Childhood Education & Care / Children's Services.
- Knowledge of and experience in the implementation of the Education and Care Services National Act and Regulations; National Quality Framework; Victorian Early Years Learning and Development Framework; and Early Years Learning Framework desirable.
- Current Level 2 First Aid.
- Current Asthma and Anaphylaxis qualifications.
- Current Working With Children Check.

10. KEY SELECTION CRITERIA

- Minimum Diploma in Early Childhood Education & Care / Children's Services.
- Demonstrated ability to contribute to the effective running of a high quality kindergarten program in line with ACECQA and DET requirements, the EYLF and VEYLDF.
- Highly developed communication skills.
- Demonstrated awareness of the need and requirements to maintain privacy and confidentiality.
- Ability to work positively and co-operatively as a member of a team.

11. GENERAL REQUIREMENTS

11.1 Occupational Health & Safety

The employee shall note that they have a Duty under the Occupational Health & Safety Act 2004 as follows:

Section 25 - "Duties of Employees"

25 Duties of employees

- (1) While at work, an employee must—
 - (a) take reasonable care for his or her own health and safety; and
 - (b) take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at a workplace; and
 - (c) co-operate with his or her employer with respect to any action taken by the employer to comply with a requirement imposed by or under this Act or the regulations.
- (2) While at work, an employee must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare.

11.2 Confidentiality

As an employee of West Wimmera Shire Council it is imperative that all matters dealt with by employees in the completion of their duties are treated with the utmost confidentiality. Employees are required to ensure that any matters relating to the position are not disclosed, discussed or canvassed outside the work environment. Proven breaches of confidentiality may result in disciplinary action being taken against employees.

11.3 Provision of Information & Advice

At all times the employee must ensure that any advice given on behalf of West Wimmera Shire Council is within the area of knowledge and responsibility of the employee. To achieve this employees must take care to (a) only provide information and advice on matters relevant to their role and position; and (b) ensure that where possible the most appropriate officer in the organisation provides the information and advice. (Refer to Council's Policy entitled: **"Provision of Information & Advice"** for further detail).

11.4 Best Value

The employee is required to participate in best value reviews of any Council area of activity relevant to their position, as required.

11.5 Risk Management and Incident/Hazard Reporting

As an employee of Council, be aware of and participate in the Council's Risk Management Program as required. Undertake risk management activities including the reporting of incidents and hazards in accordance with Council's Incident/Hazard Reporting Policy.

12. APPROVAL / AGREEMENT

I hereby agree to abide by the Council's Policies and Procedures in relation to all employment and work matters.

I am aware of and have agreed to the conditions and responsibilities outlined in this Position Description and understand that:

My performance will be continuously monitored and measured in accordance with these criteria; and

I may be requested to work at any location within the Shire or external to the Shire if a requirement exists as part of my position.

Position Agreed to by Employee:

Name.....

Signature.....

Date.....

Position Approved by Manager:

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Date.....

Position Approved by Chief Executive Officer

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Date.....