Position Description

Early Childhood Teacher

Award: Early Education Employees Agreement 2026 (EEEA)

Classification: Early Childhood Teacher

Name of Occupant:

Employment Status: Part Time (32 hrs per week)

Location: Edenhope Early Childhood Service

WEST WIMMERA SHIRE COUNCIL

Accountability Statement

The Early Years Teacher is responsible for the planning and successful delivery of the Early Years program.

Position Objective

- Provide early childhood teaching services within West Wimmera Shire Council.
- Develop and implement a high quality educational program that meets the individual developmental needs of each child, in consultation with families and other educators.
- Provide leadership within the service as the leader – supervising, educating and supporting the team of educators delivering the early childhood program, to ensure that the program objectives are met.
- Operate in a professional manner at all times, and ensure that the kindergarten program meets the requirements of all Australian Children's Education & Care Quality Authority (ACECQA) and Department of Education (DE) requirements, Child Safe Standards, VECRA, Reportable Conduct Scheme, Regulations and Law.
- Operate a program in line with the National Quality Framework (NQF); Early Years Learning Framework (EYLF); and Victorian Early Years Learning and Development Framework (VEYLDF).

Key Responsibility Areas

General

- Operate within the requirements of West Wimmera Shire Council's policies and procedures and West Wimmera Shire Council's Early Years policies and procedures.
- Support all educators, volunteers and students within the service as the leader of the service.
- Support children's learning and development through the implementation of a curriculum in accordance with the EYLF and VEYLDF.
- Ensure documentation of children's learning is in line with the EYLF and VEYLDF.
- Take on the responsible delegation as the Nominated Supervisor to manage, control and undertake all responsibilities associated with being the supervisor in accordance with ACECQA requirements.
- Be actively involved in the ACECQA ongoing Quality Improvement Plan and Assessment and Rating process.

Kindergarten

- Develop in, consultation with families, children and educators, an educational curriculum that is reviewed and updated regularly; and implement a program which meets the individual developmental needs and interests of the children.
- Plan for the transition of children from Kindergarten to school, including the completion of Transition Learning & Development Statements for all children.
- Provide a healthy, safe and welcoming environment and ensure that all children attending kindergarten are supervised at all times.

- Develop, record and maintain specific objectives for individual children based on written observation of children's learning.
- Provide information about the kindergarten program via newsletters, posters and notices, and communicate with families on their child's development and progress on both a formal and informal basis.
- Liaise with the Kindergarten Parent Advisory Group.
- Respect the confidentiality of information relating to families and children and comply with privacy policies.

Team Responsibilities

- Provide leadership whilst working as a member of a cooperative team and encourage other educators to contribute to program planning.
- Participate in professional development to ensure up to date knowledge in regard to current theories, practices and recommendations and meet Victorian Institute of Teaching (VIT) requirements.
- Be responsible for the day to day supervision of educators, and manage any issues in conjunction with the Early Years Coordinator.
- Participate in an annual staff performance appraisal and regular review of professional development goals.

Occupational Health and Safety and Risk Management

All employees have a responsibility to:

- Immediately report to their Supervisor any unsafe conditions or activities, near misses, or injuries in the work place;
- Stop work on any task which they consider to be unsafe and immediately report the situation to their supervisor
- Assist new employees in the use of proper work procedures and practices;
- Work in a manner that will not endanger themselves or any other person;
- Use personal protective clothing or equipment as provided;
- Report any defective/damaged personal protective clothing, equipment or gear;
- Comply with instructions given by a Supervisor or OHS Coordinator pertaining to the use of personal protective clothing, equipment or gear or any matter in relation to Health & Safety;
- Not to interfere with anything that has been provided in the interest of Health & Safety in the business unit;
- Not engage in any occupations that require a certificate unless the relevant certificate or permit is held and they have been approved by WWSC to carry out such work;
- Not attempt any task unless they are capable and competent to carry out the task; and
- Actively participate in Council's rehabilitation and return to work programs if you are injured.

Wellbeing

- Participate in the development of quarterly individual well-being goals, in consultation with the Early Years Coordinator.

Accountability and Extent of Authority

Responsible for:

- Ensuring that service delivery meets standards as set out by the Education and Care Services National Regulations (2011), the Education and Care Services National Law Act (2010), the Child Safe Standards, VECRA and the Reportable Conduct Scheme.
- Participate in and actively meet the requirements of ACECQA's National Quality Framework, including development of the service's Quality Improvement Plan.
- Ensure that policies and procedures of the Kindergarten and West Wimmera Shire Council are adhered to.
- Operate within budgets set by West Wimmera Shire Council.

Judgment and Decision Making

- Effective management and professional guidance, mentoring and support of educators, in consultation with the Early Years Coordinator.
- 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 Early Years Coordinator.

Specialist Skills and Knowledge

- A sound understanding and knowledge of early childhood development and contemporary educational theories.
- The ability to develop, document and implement a curriculum in line with the EYLF and VEYLDF.
- The ability to identify children with additional needs and plan for them accordingly, considering input from specialist children's services and the child's family.
- 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.
- Ability to complete professional reports to families, schools, and other professionals.
- Ability to use a wide range of resources and technology to effectively document children's learning.

Management Skills

- Actively oversee and support educators on a daily basis, including providing educators with supervision and on the job training and guidance in the early years setting.

- Ability to plan and organise workload effectively for self, educators, volunteers and children.
- Ability to use initiative and work unsupervised as required.
- Knowledge of, and participation in the review of, policies and procedures.
- Encourage and assist in the motivation of staff and the implementation of change and initiatives.
- Ability to foster a collaborative team culture of evidence-based, best practice.

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 and work effectively in a team environment.
- Well-developed leadership and self-motivation skills.
- Effective advocacy, negotiation and public relations 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.

Qualifications and Experience

- Approved qualifications for minimum graduate level entry as an Early Childhood Teacher (Bachelor of Early Childhood / Bachelor of Teaching – Early Childhood); and registration with the Victorian Institute of Teaching.
- 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.
- Current Level 2 First Aid.
- Current Asthma and Anaphylaxis qualifications.
- As part of West Wimmera Shire Council's recruitment and selection process, a satisfactory Police Check and Working with Childrens Check (Vic) is required for this position.
- A current driver's licence is required.

Conditions of Employment

- This position is a permanent part-time position with a requirement to occasionally work outside of the normal span of hours.

Key Selection Criteria

- Approved qualifications for minimum graduate level entry as an Early Childhood Teacher (Bachelor of Early Childhood / Bachelor of Teaching – Early Childhood); and registration with the Victorian Institute of Teaching.
- Demonstrated ability to ensure that the kindergarten program meets the requirements of all Australian Children's Education & Care Quality Authority (ACECQA) and Department of Education and Training (DET) requirements, Child Safe Standards, Reportable Conduct Scheme, Regulations and Law.
- Demonstrated ability to develop and implement a kindergarten program which meets the individual developmental needs and interests of children.
- Highly developed communication skills, including demonstrated ability to prepare professional correspondence and reports.
- 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, and provide leadership to the team.

Organisational Relationships

Reports to:	Early Years Coordinator
Supervises:	Educators, Placement Students
Internal Liaisons:	Early Years Staff
	Supported Playgroup Facilitator
	West Wimmera Shire Council Management and Staff
External Liaisons:	Families and Children
	Maternal Child Health Nurse Services
	Early Childhood Intervention Support Services
	Pre-School Field Officer
	Department of Education and Training

Equal Opportunity

West Wimmera Shire Council offers a work environment free from discrimination, sexual or other harassment, victimization, and vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

Privacy and Confidentiality

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Information Privacy Act, the Health Records Act and Council's Confidentiality policies. Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at council for any purpose other than the discharge of official duties.

Personal and Health Information Collected

Personal and Health Information collected by Council is used for recruitment and if the applicant is successful will be used for Human Resources.
The Personal and Health Information will be used solely by Council for this purpose and/or directly related purposes. Council may disclose this information to other organisations if required by legislation.
The applicant understands that the Personal and Health Information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

Employee Approved

PD Review Date	Name	Signature

Approved By

PD Review Date	Position	Name
April 2025	Early Years Coordinator	Nikki Hollis
April 2026	HR Manager	Julie Braisby