



**CORANGAMITE
SHIRE**

POSITION DESCRIPTION

1. POSITION IDENTIFICATION

POSITION:	Early Childhood Co-Educator
OCCUPANT:	Vacant
SECTION:	Corporate & Community Services Community Services Department
LOCATION:	XXXXX
AWARD:	Corangamite Shire Council Enterprise Agreement 2017
CLASSIFICATION:	Band 3
DATE APPROVED:	December 2020

2. POSITION OBJECTIVES

Early Childhood Co-Educator (Assistant)

To work with service staff to support the development and implementation of an early childhood education program, assessment and planning cycle consistent with relevant regulations, quality standards and codes of practice. Work closely with Council staff and collaborate with other service providers and the community to maximize outcomes for children. Demonstrate effective pedagogy that builds and promotes a positive organisational culture and professional learning community.

3. KEY RESPONSIBILITIES AND DUTIES

Professional practice

- Support the operations of the children's service in accordance with the requirements of the:
 - National Quality Framework for Education and Care
 - My time, Our Place
 - National Law
 - National Regulations
 - Corangamite Shire Council Enterprise Agreement 2017
 - Council's organisational policies and procedures
 - Other relevant regulations, guidelines, criteria and best practice
- Uphold the values of the Council, the Code of Ethics for early childhood educators and responsibilities under the Child Safe Framework.
- Engage in professional development education to continually maintain/develop professional knowledge and skills.
- Model quality teaching and learning.
- Knowledge of child development, effective leading, learning and teaching theories and practice.

Program development and delivery

- Enhances each child's learning and development through critical reflection and authentic intentional teaching
- Educators facilitate and extend each child's learning and development reflecting contemporary research in early childhood development

- Collaborate with other educators to provide curriculum direction and guidance
- Support the planning and delivery of a quality early childhood education program that reflects current service planning, the principles, practices and learning outcomes described in approved learning frameworks. The program will be play-based and inclusive. The co-educator will support:
 - ensure inviting and safe indoor and outdoor environments;
 - assess the progress of each child towards development and learning outcomes, planning specific interactions and learning experiences for individuals and groups of children.
- Contribute to Council's community planning and engagement programs.
- Demonstrate collaborative, effective and reflective practice. Such competencies are considered to be crucial' practice principles for learning and development' such as described in the VEYLDF.
- Support the establishment and maintenance of individual and group records which:
 - Reflect a holistic approach to children's learning and development and capture key observations and interactions with children;
 - Create a record of children's learning through visual and written documentation, for use in program planning.
 - Contribute to evaluation of program plans and teaching practice

Documentation and communication with families

- Demonstrate effective communication with good interpersonal, negotiation and conflict resolution skills
- Build alliances with other professionals, community and stakeholders to develop and enact goals specific to local context
- Engage in advocacy
- Communicate with others in a professional manner, modelling appropriate interactions between staff, staff-children and staff-families.
- Respect the rights of others to confidentiality and privacy, remaining aware of responsibilities under relevant privacy legislation.
- Ensure communication is effective with all families.
- Assist with the development of the educational program and assessment planning cycles which meaningful and relevant; and promotes reflection on educators' pedagogy and practice. This needs to be in accordance with Regulations and policy.
- Utilise documentation to enhance meaningful, holistic communication with children and their families, other professionals and services.
- Foster ethical relationships with stakeholders to share information about the setting, educational program and philosophy.
- Support the implement of reflective practice and contribute to critical reflection discussion to examine policies, program and practice.

Collaboration with families and community

- Support the creation of an atmosphere which is welcoming to all families and reflects cultural and linguistic background.
- Support opportunities for families to connect and engage with other community services and resources.
- Support opportunities for respectful engagement with families that enhances their experience in socially positive way.
- Support implementation of effective transition-to-school program.
- Contribute to a shared knowledge of the value of play.

- Support and participate in opportunities that connect and contribute to community.

Staff management, support and teamwork

- Contribute to a whole team involvement that fosters trust and collaboration within a shared leadership approach
- Support promotion of children’s learning to ensure equity, access and inclusion.
- Assist in a supportive working environment in which relationships can function and develop effectively, reinforcing Council’s workplace values.
 - Building a culture of professional enquiring with educators, coordinators and staff members to develop professional knowledge, reflect on practice and generate new ideas.
- Support students and volunteers.

Reporting and strategic planning

- Regular communication and engagement with coordination unit
- Support reporting as required
- Support whole of service broader goals through strategic planning, quality improvement plans and service improvement plans, policy development and administrative systems in line with organisational vision and Council plan
- Adhering to mandatory reporting obligations, applicable Regulations and implementation of the Child Safe Standards Framework
- Ensure Council’s occupational health & safety (OH&S) policy and emergency planning and response (EM) procedures are followed and maintained at the setting. This includes ensuring compliance of safe manual handling practises, processes for hazard identification, incident and risk reporting.
- Perform other duties as directed, or as negotiated.
- Comply with expectation of Council policies and procedures, including child safe standards, anti-discrimination, risk management, procurement, equal opportunity, code of conduct and privacy. Responsibility includes taking appropriate action to ensure a harassment-free workplace.
- Ensure the physical security of all property, equipment and building within your control. Report any property damage, theft and/or losses immediately.
- Actively reduce Council’s risk exposure by reporting all public liability, professional indemnity and security issues and all safety hazards and near misses.

3.2 Corporate Responsibilities

- Comply with Council policies and procedures that are relevant to the position. This includes compliance with the requirements of legislation and staff policies and procedures relating to Anti-Discrimination, Equal Opportunity, Code of Conduct and Privacy. Responsibility includes taking appropriate action to ensure a harassment-free workplace.
- Efficient and effective utilisation of office resources.
- Carry out all duties and functions in a manner that promotes good teamwork and public relations.
- Contribute to the maintenance of effective channels of communication within the family and children’s Services Team and with other departments.
- Identify and communicate to management any issues/concerns effecting performance or suggestions which will improve customer service quality.
- Participate in the development and implementation of new programs such as Quality Improvement Plan and the National Quality Standards and continuous Improvement, Early Years Reforms and School Readiness Funding.
- Attend meetings outside normal working hours as requested by Management with appropriate notice and remuneration in accordance with the Corangamite Shire Council Enterprise Agreement 2017

- Contribute to Council's community planning and engagement programs

3.3 Risk Management Responsibilities

- Understand, apply and encourage others to observe Council's Risk Management Policy and related procedures.
- Ensure the physical security of all property, equipment and buildings within your control. Report any property damage, theft and/or losses immediately
- Actively reduce Council's risk exposure by reporting all public liability, professional indemnity and security issues and all safety hazards and near misses.
- Comply with Council's occupational health and safety management system and relevant legislation by following safe working practices, instructions and rules to prevent accidents to self and others. Responsibility includes the correct use of protective clothing and equipment and the identification and reporting of workplace incidents and hazards.

3.4 Child Safe Standards

Corangamite Shire Council is committed to the safety, participation and empowerment of all children. Reducing and removing the risk of child abuse is at the centre of our decision-making concerning children in our organisation. Council as a Child Safe organisation has zero tolerance for child abuse and all allegations and safety concerns are treated seriously and acted upon. Council will actively listen to children, ensuring their voices are heard and considered in decisions that affect their lives.

4. ORGANISATIONAL RELATIONSHIPS

REPORTS TO: Diploma Educator

RESPONSIBLE FOR: Nil

INTERNAL LIAISON: Staff from Council's Corporate & Community Services Department and other departments as required.

EXTERNAL LIAISON: Professional support personnel, volunteer parent group, parents, schools, visitors and the general public.

5. ACCOUNTABILITY

5.1 Accountable and responsible for effective and efficient performance of all duties and key responsibilities listed in item 3, and adherence to the position objectives as stated in item 2.

5.2 Act in accord with relevant regulations, standards, codes and Council policies.

6. EXTENT OF AUTHORITY

6.1 Receives direction and supervision from Diploma Educator, Educational Leader and Coordination Unit

6.2 Regularly reports to Diploma Educator, Education & Care Team Leader Family & Children's Services on progress of work and adherence to overall objectives.

6.3 Has the authority to take such action as is necessary to ensure the health and safety of children and their families are maintained within the early childhood service and on approved activities outside of it; and

6.4 Responsible for making recommendations on matters relevant to the educational program and its impact on the operations of the centre.

7. JUDGEMENT AND DECISION MAKING

7.1 The quality of decisions and actions taken will have a significant impact on clients.

7.2 Requires knowledge gained through relevant experience and professional training.

7.3 Requires creativity and originality in problem solving.

7.4 Problems may be complex at times and involve the application of developed techniques to new situations.

7.5 Guidance and advice usually available.

- 7.6 Ensure confidentiality of information.
- 7.7 Ensure the health and safety, wellbeing and education of young children present at the centre.
- 7.8 Advise relevant Council officers of issues which may limit or adversely affect the centre's program, operation of the centre or Council programs.
- 7.9 Support, or recommend as appropriate, issues necessary to improve programs, processes, or the development of children.

8. SELECTION CRITERIA

Selection will be based on the applicant's ability to demonstrate that he/she can meet the skills, knowledge, qualifications and experience criteria (listed below) and that he/she has the ability to undertake the key responsibilities of the position.

8.1 SKILLS AND KNOWLEDGE

- Understanding of the underlying principles of the position duties, in addition to the practical aspects.
- Sound understanding of the needs of children
- Knowledge of relevant government regulations and frameworks quality assurance and Council policies.
- Ability to manage time effectively, set priorities, plan and organise own work and that of employees to meet specific objectives.
- Well-developed oral, written skills and computer skills.
- Ability to liaise effectively with other Council staff and counterparts in other organisations as part of a team approach.
- Ability to maintain relevant and accurate administrative and client records.
- Ability to resolve problems or disputes.
- Develop, implement and evaluate early childhood education and care programs for individuals and groups of children, including the keeping of appropriate records.
- Well-developed understanding of child development and family-centred practice.
- Well-developed communication skills.
- Experience working inclusively with children who have additional needs and children and families from diverse cultural and linguistic backgrounds.

MANAGEMENT SKILLS

- Good time management skills and ability to coordinate responsibilities to enable the smooth and efficient running of the program
- Able to supervise and delegate duties to assistants, students and volunteers
- Able to consult/negotiate with other early childhood educators for positive outcomes, effective teamwork and shared responsibilities.
- Able take personal responsibility for evaluation and professional development.

INTERPERSONAL SKILLS

- Good public relations skills, to maintain a strong customer focus and positive relationships between Council and service-users.
- Able to work cooperatively as a team member in the centre and across Council's Family & Children's services.
- Capacity to respond in an appropriate manner to children and family members, when addressing challenging, unpredictable or unusual behaviour in children, including the choice of teaching strategies for these children.
- Ability to appropriately address concerns raised by families and to work with families to resolve issues and conflicts.
- Is flexible.

QUALIFICATIONS AND EXPERIENCE

The position requires a Certificate III in Children's Services. Educators must be fit and proper persons for, and be registered by the centre as appropriate in, the position of Certificate III Co-Educator under the Education and Care Services National Regulations 2012. This includes:

- Certificate III in Children's Services or equivalent in accordance with requirements of the Education and Care Services National Law Act 2010, Education and Care Services National Regulations 2012 and the Australian Children's Education & Care Quality Authority
- The provision of a current Working with Children and police records check, which demonstrates suitability for employment in a children's service, both on commencement of employment and at the time of licence renewal of the centre.
- Knowledge of the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2012.
- Accredited first aid qualifications that comply with the requirements of the Education and Care Services National Regulations 2012 including Anaphylaxis and Asthma training.

KEY SELECTION CRITERIA

- Meet the qualification and experience requirements.
- Extensive knowledge of child development and capabilities in planning, implementing and evaluating a quality play-based early childhood education program.
- Ability to work collaboratively with children, families and other professionals.
- Knowledge of inclusive practice to improve access, equity and social justice outcomes.
- Knowledge of, and commitment to, current reforms and best practice in early childhood education and care.
- Demonstrated commitment to ongoing learning and development.
- Well-developed oral, written and computer skills.

**CO- EDUCATOR
GENERAL CONDITIONS OF EMPLOYMENT**

1. POLICIES

The incumbent of this position is required to undertake his/her employment with due regard to personal safety and that of co-workers and the general public in accordance with relevant legislation, Council policies and procedures.

Each employee is responsible for ensuring they are familiar with Council policies, as a breach of policy may result in disciplinary action.

2. GENERAL

The conditions of employment are generally in accordance with the Corangamite Shire Council Enterprise Agreement 2017 and the Local Government Act 1989 (as amended). A copy of the above are readily available to all staff.

3. MULTI-SKILLING

In keeping with the spirit of the Award, an employee may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

4. PERFORMANCE REVIEW

An Annual Performance Appraisal System operates.

The performance of the employee will be assessed against objectives, responsibility areas and of duties in the position.

5. HOURS OF DUTY

Minimum 3.5 hours Monday to Friday

6. TENURE

The tenure of this position temporary part-time and is dependent upon enrolments and funding.

7. LEAVE ENTITLEMENTS

All other benefits will be in accordance with the Corangamite Shire Council Enterprise Agreement 2017.

8. SUPERANNUATION

Council will make contributions in accordance with legislative requirements to the Local Authorities Superannuation Scheme unless otherwise advised that the employee is currently a member of an alternative compliant superannuation scheme.

9. REMUNERATION

The classification of the position will be that of Band 3 in accordance with the Corangamite Shire Council's Enterprise Agreement 2017 and Council policies.

10. LOCATION

The position will be based at Terang Children's Centre

11. SMOKING

Smoking is not permitted in the Council owned and/or managed buildings and also Council vehicles, including plant.

12. APPOINTMENT

It is condition of employment that appointees must undertake a pre-employment medical examination at Council's cost. A medical provider must certify that the successful applicant is capable of carrying out the demands of the position. Appointment and ongoing employment will also be conditional upon satisfactory and ongoing current police record and working with children checks.

Employment will be subject to a 6 month minimum employment period.

13. PRIVACY

The Corangamite Shire Council acknowledges and respects the privacy of individuals. Position applicants are required to submit written applications which will be assessed by the relevant selection panel and the most suitable applicants may be invited to attend for personal interview prior to any offers of appointment. All applications will be treated with the utmost confidentiality. Unsuccessful applicant's documentation will be disposed of within 12 months of finalization of the recruitment process.

The successful applicant's details (including referee's comments) will become employment-related information and will be included on the individual's Personnel File. Access to Personnel Files is restricted within the organisation. The Corangamite Shire Council may disclose this information to third parties (such as the Local Authorities Superannuation Board) for employment related purposes or other organisations if required by legislation.

By applying for a position with Corangamite Shire Council, an applicant acknowledges and understands that the Personal and Health Information provided is for the above purpose and that he or she may apply to Corangamite Shire Council for access to and/or amendment of the information after finalisation of any appeals process. Requests for access and or correction should be made to Council's Manager Human Resources/Risk Management.

14. FURTHER INFORMATION

Further enquiries regarding the position should be directed to Sue Currell, Education & Care Team Leader Family & Children's Services on 03 5593 7100.

Also refer to Job Application Guidelines attached to this position description.

Applications close 5.00pm Monday 23 November 2020

Apply online via our website link: www.corangamite.vic.gov.au/employment

or **Email: hr@corangamite.vic.gov.au** – (PDF or WORD format only)

"Corangamite Shire is an equal opportunity employer"



Job Application Guidelines

While there is no right or wrong way to format your application, to be considered for an interview you must meet all the essential selection criteria set out in the position description. The following information is required as part of your application:

- Statements which concisely describe how you consider yourself suitable against each of the selection criteria. Wherever possible provide examples of your merit, do not simply state you meet the criteria.
- A succinct resume containing contact information (full name, address and daytime contact number - we will be discreet in contacting you) and a summary of your work experience including where you have worked, positions held, period of employment and brief details of duties performed.
- The names, position titles and telephone numbers of at least two professional referees who could provide comments on your ability to meet the selection criteria.
- Any other relevant information.

When preparing an application you should:

- Ensure your application addresses the selection criteria, that it is well presented, succinct and clearly identified.
- Avoid including original documents eg: references, certificates, as we cannot be held responsible for their return.

Applicants are responsible for ensuring they meet the closing date which appears on the bottom of each advertisement and position description.

Canvassing of Councillors or Officers will disqualify the applicant.

We hope this information will be useful in preparing your application. If you require additional information or have any questions, you should telephone the contact listed above.

Apply online via our website link www.corangamite.vic.gov.au/employment

Or email hr@corangamite.vic.gov.au



PLEASE COMPLETE & RETURN WITH YOUR APPLICATION

ENTITLEMENT TO WORKERS' COMPENSATION PURSUANT TO THE *ACCIDENT COMPENSATION ACT 1985*

Pursuant to Section 82 of the *Accident Compensation Act 1985* as amended by Section 23 of the *Accident Compensation (Miscellaneous Amendment) Act 1997*;

- 1. You are advised that the nature of your employment with Corangamite Shire Council be as follows**

As per Position Description

- 2. You are requested to disclose all pre-existing injuries and diseases of which you are aware and that you expect may be affected by the nature of the employment as so advised in point 1 above.**

Please note that Section 82(8) of the *Accident Compensation Act 1985* (as amended) will apply if you fail to disclose the information requested or if you make a false or misleading disclosure. According to Section 82(8), any recurrence, aggravation, acceleration, exacerbation or deterioration of any pre-existing injury or disease arising out of or in the course of or due to the nature of employment with Corangamite Shire Council does not entitle you to compensation under the *Accident Compensation Act 1985* (as amended).

I acknowledge receipt of this document.

..... Date: ____ / ____ / 20 ____
signature

We are a child safe and equal employment opportunity employer.