**POsition descriptioN**

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| POSITION TITLE: | **Early Childhood Education Assistant** |
| DIVISION: | **City Services & Living** |
| DEPARTMENT: | **Family Youth & Children** |
| SECTION: | **Early Years Operations** |
| CLASSIFICATION: | **Preschool Assistant** |
| LOCATION: | **Various locations** |

**POSITION OBJECTIVES:**

Summary.

The key objectives of the position are:

* To work collaboratively as a member of a team to assist in the development and provision of a high quality, developmentally appropriate children’s education programs, developed in collaboration with service staff, families and children.
* To maintain a professional manner at all times, meeting the requirements of the Department of Education’s Kindergarten Policy and Funding Criteria, Education and Care Services National Law Act 2010, Education and Care Services National Regulations 2011, Early Childhood Australia’s Code of Ethics, United Nation Convention on the Rights of the Child and Hume City Council Early Childhood Services policy, practice, procedures and guidelines and Values

**KEY RESPONSIBILITIES AND DUTIES:**

1. **General Responsibilities:**

* Work under the direction of the Early Childhood Teacher in accordance with the requirements of the Education and Care Services National Law Act 2010.
* Act in accordance with the authority delegated by Council in dealing with situations of an urgent nature requiring immediate action, ensuring compliance with the Act and the Regulations.
* Operate within the requirements of the service’s policies and procedures, funding and regulatory requirements, and service budget allocation.
* Be actively involved in the process of continuous improvement, through pedagogical visits by leadership staff, the Quality Assessment and Rating process and in and in working collaboratively to develop the Quality Improvement Plan.
* Respect the confidentiality of information relating to parents and children, in compliance with the state Privacy Legislation.
* Other duties as directed.

1. **Pedagogical Responsibilities:**

* Assist the development of a program that brings together philosophies, children’s ideas, interests and uses intentional teaching to scaffold and extend children’s learning which encourages them to be an active participant in their own learning.
* Assist in the development and display of the educational program that is developmentally and culturally appropriate and is reflective of an ongoing cycle of planning, which involves observation gathering and interpretation of information to inform the preparation of environments and experiences to engage children in meaningful learning opportunities.
* Assist in ensuring the program demonstrates links between the various tools used to demonstrate children’s learning, including showing specific objectives for individual children.
* Assist in the provision of a healthy, safe and welcoming environment ensuring children are always supervised.
* Actively encourage parental involvement in developing and implementing the learning program, including providing regular information about the program, the operation of the service and child development.
* Support shared decision-making and actively engage families and children in planning children’s learning and development.
* Contribute to developing a professional collaborative relationship and inclusive partnership with early childhood colleagues to ensure opportunities for children’s learning and development encourages communication, promotes shared learning and makes learning visible to children, educators and families.
* Assist in the provision of an environment that supports family-centred practice encourages and recognises individual family relationships, ethnicity and cultural heritage.
* Keep abreast of current issues and contemporary early childhood research to ensure the provision of educational leadership, pedagogy, and practice, and the centre’s ongoing continuous improvement process to support children’s learning.
* Participate in regular staff meetings, early years networks with other professional services and organisations within the local schools/community as required.
* Participate in an annual appraisal process (My Hume Review) and assist the development of strategic processes to manage continuous improvement through the National Quality Improvement Plan

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| **ORGANISATIONAL RELATIONSHIPS:** | |
| Reports to: | Assistant Team Leader/ Regional Team Leader/Coordinator Early Years Operations |
| Supervises: | N/A |
| Internal Contacts: | Hume City Council internal departments  Community Services  Corporate Services  Communications, Engagement & Advocacy  Planning & Development  Public Works & Services |
| External Contacts: | General Public  Early Childhood Professionals  Family and Child Support Agencies  Early Years Community  Local Primary Education Community  Department of Education (DET) |

**ORGANISATIONAL CONTEXT**

**VISION**

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

**MISSION**

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

**OUR VALUES**

At Hume City Council, our Values underpin everything that we do.

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| Icon  Description automatically generated | We’re better, every day  We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn. |
| Icon  Description automatically generated | We’re in it together  At Hume, everyone matters. We welcome and include all.  Respect and safety are expected. |
| Icon  Description automatically generated | We show up  We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will. |
| Icon  Description automatically generated | All for Hume  We strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do. |

**WORK HEALTH & SAFETY (WHS)**

Employees are required to participate in the WHS process by:

* Following established safe working instructions, procedures and policies.
* Taking reasonable care for their own Work Health and Safety and that of others.
* Seeking assistance when unsure of practices, procedures and policies to perform a task.
* Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
* Actively participating and contributing to inspections, audits, team meetings and training.
* Ensure that relevant WHS legislation is complied with.

Managers, Coordinators, Team Leaders and Supervisors are required to participate in the WHS process by:

* Assist with the implementation of WHS policies, procedures, guidelines, work instructions and Control Plans.
* Consult with employees on WHS issues and support Health & Safety Representatives in their duties and/or requests.
* Discuss WHS issues as a part of team meetings.
* Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS Team, manager(s), Health & Safety Representatives and/or employees.
* Ensure appropriate training and instruction is given to personnel allowing them to complete jobs safely and without risks to health and safety.
* Take appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
* Conduct effective induction of all employees, followed by ongoing training to develop and maintain a high level of WHS awareness.
* Assist with the implementation of Return to Work Plans.
* Ensure that relevant WHS legislation is complied with.

**RISK MANAGEMENT**

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

**STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS**

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

**SERVICE PLANNING & CONTINUOUS IMPROVEMENT**

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council’s Service Planning Framework.

**ASSET MANAGEMENT**

Staff are responsible for undertaking Asset Management functions in accordance with Council’s Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

**ENVIRONMENTAL SUSTAINABILITY**

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council’s Waste & Sustainable team and Climate Action Integration team lead Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council’s *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

**HUMAN RIGHTS APPLICATION**

As a public authority Council is legislated to act in ways that are compatible with human rights. The Charter of Human Rights and Responsibilities Act 2006 (Vic) provides a framework to guide decision making, to manage risks and to ensure the business of government is carried out in a balanced, transparent, and accountable way. As an employee of a public authority consideration of the human rights of all who Council aims to serve facilitates the improved provision of services, polices and strategies.

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| **POLICE CHECK:**  The incumbent must have and maintain a current Police Check |  |
| **WORKING WITH CHILDREN CHECK:**  The incumbent must have and maintain a current Working with Children Check | YES  NO |
| **PRE-EMPLOYMENT MEDICAL CHECK**   * The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test. May also include cognitive assessment.) * The incumbent must undergo a Pre-Employment Audio Test | YES  NO  YES  NO |
| **PSYCHOMETRIC ASSESSMENT**  The incumbent must undergo a series of psychometric assessments (Psychometric testing can take various forms, such as numerical, mechanical, logical, verbal, or skills tests) to ensure suitability for the position | YES  NO |
| **OTHER DUTIES**  Responsibilities and duties included in this position description are subject to the *Multi‑skilling* provisions of the *Hume City Council Enterprise Agreement* as varied from time to time. | |

**ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

The incumbent is responsible and accountable for:

* Education and Care Services National Law Act 2010
* Education and Care Services National Regulations 2011
* National Quality Framework
* National Quality Standards
* Hume City Council values and policies
* Displaying and promoting Our Hume Values & Guiding Behaviours
* Maintaining knowledge of and working within Organisation Policies and Procedures including WHS, EEO and Code of Conduct.

**JUDGEMENT AND DECISION MAKING:**

The incumbent is accountable for:

* Taking such action as is necessary to ensure the health and safety of children and their families is maintained within the service and on approved activities outside the service.
* Maintaining confidentiality of information regarding the health, safety, wellbeing and education of Kindergarten children.
* Advising HCC Early Years Regional Leadership team, (regional coordinators, regional team leaders and regional assistant team leaders) of matters which may limit or adversely affect the centre’s program or operation and make recommendations as necessary to improve programs, activities or the development of children.

**SPECIALIST KNOWLEDGE AND SKILLS:**

The following knowledge and skills are required to be utilised:

* Maintain an understanding of Early Childhood governance related policies and guidance including Early Childhood Australia’s Code of Ethics, United Nation Convention on the Rights of the Child; the Education and Care Services National Law Act 2010, Education and Care Services National Regulations 2011, and Early Years learning Framework and Victorian Early Years Learning and Development Framework.
* The ability to assist in the development, documentation, implementation, and evaluation of children’s leaning.
* The ability to plan, work and manage time effectively with minimal supervision.
* The ability to develop relationships and partnerships with families, to promote shared learning and collaboration to support children’s learning.

**MANAGEMENT SKILLS:**

The following management skills are required to be utilised:

* Ability to manage time to plan and organise one’s own work to achieve specific and set objectives in the most efficient way within resources available and within a set timetable.
* Ability to assist other employees by providing guidance, advice and training within scope of the position.

**INTERPERSONAL SKILLS:**

The following interpersonal skills are required to be demonstrated:

* Excellent interpersonal skills including an ability to communicate effectively and work collaboratively with parents, staff, and the leadership team.
* Ability to use initiative and professional judgement and to work sensitively with cultural, social, emotional, and economic issues of children and their families and to seek assistance where required.

**QUALIFICATIONS AND EXPERIENCE:**

The following qualifications and experience are required for the position:

* Diploma Children’s Services (minimum)
* Hold a current Police Check (within past 6 months) and Employee Working with Children’s Check, which demonstrates suitability for employment in a children’s service.
* Be a Fit-and-Proper person, and be registered as a Certified Supervisor, with eligibility to be registered as a Nominated Supervisor under the Education and Care Services National Law Act 2010.
* Hold a suitable First Aid, CPR, Anaphylaxis and Asthma training which complies with the requirements under the Education and Care Services National Law Act 2010.
* Current driver’s licence.

**TASK** **ANALYSIS**

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

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| **Condition/Activity** | **Constant** | **Frequent** | **Occasional** | **N/A** |
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| Manual handling weights – above 10kgs |  |  |  |  |
| – below 10kgs |  |  |  |  |
| Manual handling frequency |  |  |  |  |
| Repetitive manual work |  |  |  |  |
| Repetitive bending/twisting |  |  |  |  |
| Repetitive kneeling/squatting |  |  |  |  |
| Working with arms above head |  |  |  |  |
| Lifting above shoulder height |  |  |  |  |
| Using hand tools – vibration/powered |  |  |  |  |
| Operating precision machinery |  |  |  |  |
| Close inspection work |  |  |  |  |
| Wearing hearing protection |  |  |  |  |
| Wearing eye protection |  |  |  |  |
| Wearing safety shoes/boots (steel cap) / gum boots |  |  |  |  |
| Wearing other relevant PPE |  |  |  |  |
| Working in dusty conditions |  |  |  |  |
| Working in wet/slippery conditions |  |  |  |  |
| Working with chemicals/solvents/detergents |  |  |  |  |
| Washing hands with soap (hygiene) |  |  |  |  |
| Working at heights |  |  |  |  |
| Working in confined spaces |  |  |  |  |
| Working in chillers (+4 degrees C) |  |  |  |  |
| Performing clerical duties |  |  |  |  |
| Working on a keyboard |  |  |  |  |
| Driving cars and/or trucks |  |  |  |  |
| Other (please specify) |  |  |  |  |
| Other special features (e.g. nature of chemicals, travelling requirements etc): | | | | |

**VARIATION TO CONDITIONS OF EMPLOYMENT:**

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

**AGREEMENT:**

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| I hereby accept and agree that by placing my electronic signature in the text box, this shall be considered as an original signature for accepting the duties in this position description. I understand that key responsibilities and duties in this position description will be undertaken in accordance with the Employee Handbook and I agree to abide by the terms and conditions stipulated therein. | |
| Name (Please print): | |
| Signature: | Date: |

**SELECTION CRITERIA:**

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

1. Diploma Children’s Services Qualification and relevant experience within children services.
2. Relevant knowledge and experience of the National Quality Standards, National Quality Frameworks, Education and Care National Law Act 2010 and Regulations 2011 and its application to children’s services.
3. Demonstrated understanding of current theory in practice in Early Childhood and current trends of Early Years Pedagogy.
4. Demonstrated knowledge of the requirements of the National Quality Standards in relation to a Nominated or Certified Supervisor in children’s services.
5. Demonstrated organisational skills, initiative, and time management.
6. Demonstrated communication and interpersonal skills to work collaboratively as an Educator within a large team, and the ability to network and build relationships within the community and Council.