

## POSITION DESCRIPTION

POSITION TITLE:	<b>Early Childhood Teacher</b>
DIVISION:	<b>City Services &amp; Living</b>
DEPARTMENT:	<b>Family Youth &amp; Children</b>
SECTION:	<b>Early Years Operations</b>
CLASSIFICATION:	<b>As per Hume City Council EBA (No.8) 2021-2025</b>
LOCATION:	<b>Various Council facilities within the Hume Municipality</b>

### POSITION OBJECTIVES:

The key objectives of the position are:

- To develop, provide and document a high quality, developmentally appropriate children's education program in collaboration with staff, families and children, which supports and enriches children's learning.
- To provide quality educational leadership to lead the development and implementation of an educational program which is play based, promotes children's learning, is reflective and inclusive of children's strengths, abilities, interests, and promotes the vision and values of Hume City Council.
- To operate in a professional manner at all times, meeting the regulatory requirements of the Victorian, Department of Education and Training Kindergarten Funding Guide, 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.

## KEY RESPONSIBILITIES AND DUTIES:

### 1. GENERAL RESPONSIBILITIES:

- Undertake all responsibilities and activities associated with being a Nominated Supervisor (where nominated)/Certified Supervisor, to manage the service in accordance with the Education and Care Services National Law Act 2010, Education and Care Services National Regulations 2011.
- Act in accordance with the authority delegated by Council in dealing with situations of an urgent nature when requiring immediate action, ensuring compliance with the Act and the Regulations.
- Operate within the requirements of Councils policies and procedures, funding and all regulatory requirements, and service budget allocation.
- Be actively involved in the process of continuous improvement, through actively participating in pedagogical visits by leadership staff, the Quality Assessment and Rating process and in working collaboratively to develop the Quality Improvement Plan.
- Respect the confidentiality of information relating to parents, children, and service operations and comply with the relevant Privacy Legislation.
- Other duties as directed by management from time-to-time.

### 2. PEDAGOGICAL RESPONSIBILITIES:

- Develop in consultation with staff, families and children, a program which brings together philosophies, children's ideas, interests and uses intentional teaching to scaffold children's learning and encouraging children to be active participants in their own learning.
- Develop, implement and display 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.
- Ensure the program demonstrates links between the various tools (e.g. learning stories, portfolios, emergent plan) used to demonstrate children's learning, including showing specific objectives for individual children.
- To provide a healthy, safe and welcoming environment and ensure that children are supervised at all times.
- Actively encourage family involvement in developing and implementing the program, including providing regular information about the program, the operation of the service and child development.
- Respect the pivotal role of families in children's lives, support shared decision-making and actively engage families and children in planning children's learning and development.
- Develop a professional collaborative relationship and inclusive partnerships with early childhood colleagues to ensure opportunities for children's learning and development is progressed while, encouraging communication, promoting shared learning to make learning visible to children, educators and their families.
- Provide an environment that supports family-centred practice, respects and recognises individual family needs, relationships and cultural backgrounds and provides a welcoming atmosphere, including orientation for new families and children.
- Provide appropriate children's referrals with parent's consent to appropriate professional practitioners, or support agencies for assessment/observation as required.

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- Provide leadership, supervision and support early childhood education assistants, additional inclusion support staff, students and volunteers, ensuring involvement of all educators in the learning environment.
- Keep abreast of current issues and contemporary early childhood research to ensure the provision of educational leadership and the centre's ongoing continuous improvement process to support children's learning.
- Participate in regular staff meetings, early year's networks with other professional services and organisations within the local schools/community as required.
- Participate in the annual appraisal process (My Hume Review) and develop strategic processes to manage continuous improvement through the Quality Improvement Plan.

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<b>ORGANISATIONAL RELATIONSHIPS:</b>	
Reports to:	Regional Team Leader
Supervises:	Early Childhood Education Assistant Students and Volunteers Additional Inclusion Support Staff where applicable)
Internal Contacts:	Hume City Council internal departments
External Contacts:	General Public Early Childhood Sector Professionals Family and child support agencies Early Years community Local Primary Education Community Department of Education and Training

## 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.



**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.



**We're in it together**

At Hume, everyone matters. We welcome and include all.  
Respect and safety are expected.



**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.



**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.

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## 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

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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, policies and strategies.

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#### POLICE CHECK:

The incumbent must have and maintain a current Police Check

Mandatory  
for all Hume  
City Council  
Employees

#### 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

Medical (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test. May also include cognitive assessment.)

☒ YES ☐ NO

Audio Test

☐ 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:

- Displaying and promoting Our Hume Values & Guiding Behaviours.
- Maintaining knowledge of and working within Organisation Policies and Procedures including WHS, Equal Employment Opportunity and Code of Conduct.
- The incumbent is responsible and accountable for compliance with the 2010 National Quality Framework for Early Childhood Education and Care including:
  - Education and Care Services National Law Act 2010
  - Education and Care Services National Regulations 2011
  - National Quality Framework
  - National Quality Standards
  - Victorian Early Years Learning and Development Framework
- Hume City Council values and policies.

### JUDGEMENT AND DECISION MAKING:

The incumbent is accountable for:

- Taking such action as is necessary to ensure that the health and safety of children and their families are maintained within the service and on approved activities outside the service.
- Maintaining confidentiality of information regarding the health, safety, wellbeing and education of children, families and staff when present in the centre.

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- 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 develop, document, implement, evaluate and provide critical reflection for developmentally appropriate educational programs for preschool children.
- The ability to plan, work and manage time effectively with minimal supervision.
- 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:

- Highly developed and proficient organisational / administration and time management skills.
- Supervision, guidance and support of Early Childhood Education Assistant Educator, volunteers, students and/or additional inclusion support staff on a day to day basis.
- Team building and motivational skills.
- Ability to work independently and use initiative to ensure the effective operation of the centre.
- Understanding and ability to implement personnel practices including those related to equal opportunity, occupational health and safety and employee development.

### **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 in complex situations, and to work sensitively with ethnical cultural, social, emotional and economic issues of the children and their families.

### **QUALIFICATIONS AND EXPERIENCE:**

The following qualifications and experience are required for the position:

- Qualifications suitable for a teacher under the Education and Care Services National Law Act 2010 and the Department of Education and Training Victorian Kindergarten Funding Guide. 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.

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- 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 suitable First Aid, CPR, Anaphylaxis and Asthma training that 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.

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

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## 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:

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. Approved qualifications in Early Childhood and relevant teaching experience within a preschool education program.
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 early years programs.
3. Demonstrated understanding of current theory in practice in early childhood and current trends of early year's research and pedagogy.
4. Demonstrated knowledge of the requirements of the National Quality Standards in relation to a Nominated or Certified Supervisor in early year's services.
5. Demonstrated organisational skills, initiative, time management, and leadership skills, including the ability to manage and support co-workers to succeed in their roles.
6. Demonstrated ability to maintain documentation of children's learning.
7. Demonstrated communication, negotiation and interpersonal skills to work collaboratively as an educator within a team, and the ability to network and build relationships within the community and Council.
8. Vic Roads Driver History Report.
9. Current First Aid, CPR, Anaphylaxis and Asthma Certificates.

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