

POSITION DESCRIPTION

POSITION TITLE:	EARLY CHILDHOOD LANGUAGE TEACHER
DIVISION:	CITY SERVICES AND LIVING
DEPARTMENT:	FAMILY, YOUTH AND CHILDREN'S SERVICES
SECTION:	EARLY YEARS OPERATIONS
CLASSIFICATION:	EARLY CHILDHOOD EDUCATION ASSISTANT

POSITION OBJECTIVES:

The key objectives of the position are:

- In partnership and collaboration with existing staff, families and children develop, provide and document a high quality Arabic language program to enhance and enrich children's learning
- The Early Childhood Language Program will need to reflect the Victorian Early Years Learning and Development Framework and children will be encouraged to learn through exploration, problem-solving and play.

KEY RESPONSIBILITIES AND DUTIES:

- Develop a professional collaborative relationship and inclusive partnership 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 in the Arabic language
- The Early Childhood Languages program will be delivered through exploration, problem solving and play (art, music, food and stories)
- Develop, implement and display the language 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
- Actively encourage family involvement in implementing the language program, including providing regular information about the program

ORGANISATIONAL RELATIONSHIPS:	
Reports to:	Regional Team Leader
Supervises:	None
Internal Contacts:	• Hume City Council internal departments • City Services and Living • People and Culture
External Contacts:	• General public • Early Childhood sector professionals • Early Years community • Department of Education • Early Childhood Improvement Branch (Hume Merri-bek) • FKA

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 linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

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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	
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 <i>Multi-skilling</i> provisions of the <i>Hume City Council Enterprise Agreement</i> 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, EEO 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
 - Early Childhood Languages Program curriculum and guide
 - Victorian Child Safe Standards
- Hume City Council policies.

JUDGEMENT AND DECISION MAKING:

The incumbent is accountable for:

- Maintaining confidentiality of information regarding the health, safety, wellbeing and education of children, families and staff when present in the centre
- 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 language program and make recommendations as necessary to improve program, activities or the development of children.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- The ability to develop, document, implement, evaluate and provide critical reflection for developmentally appropriate language program for preschool children

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- The ability to plan, work and manage time effectively with minimal supervision
- Ability to develop relationships and partnerships with families to enhance shared learning and collaboration to support children's learning
- 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.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Well-developed organisational / administration and time management skills
- Ability to work independently and use initiative to ensure the effective delivery of the early childhood languages program.

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 to work sensitively with a culturally diverse community.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Qualifications and experience in early childhood (Early Childhood Teacher / Diploma Qualified preferred)
- Fluent verbal and written Arabic / English language skills. (If you don't hold a language qualification, you will be required to pass a 'Statement of Equivalence')
- A solid understanding of the Victorian Early Years Learning and Development Framework
- Excellent interpersonal skills and well-developed communication skills
- Ability to work collaboratively with existing early childhood staff in the preschool program to plan and deliver the language program
- Well-developed organisational and time management skills
- Demonstrated commitment to ongoing professional learning to further develop skills, expertise and teaching capacity
- Applicants with a formal language qualification (such as a certificate confirming studies in Arabic) are strongly encouraged to apply
- Qualifications suitable for a teacher under the Education and Care Services National Law Act 2010 and the Department of Education Victorian Kindergarten Funding Guide. Hold a current Police Check (within past 3 months) and Employee Working with Children's Check, which demonstrates suitability for employment in a children's service
- 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.

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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	☐	☐	☒	☐
– 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/slippy 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): Supporting children aged 0 – 5 years within the education and care setting.				

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.

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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 and experience within a preschool education program
- Early Childhood Teacher / Diploma Qualified preferred or Primary School Teacher / Educator
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 organisational skills, initiative, time management
5. Demonstrated ability to maintain documentation of children's learning
6. 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.
7. Current First Aid, CPR, Anaphylaxis and Asthma Certificates