

Position Description

Position:	Kindergarten Educator
Incumbent:	Vacant
Key Result Area:	Community Wellbeing
Classification:	Band 4
Agreement name:	Early Education Employees Agreement 2020
Employment term:	Permanent
Employment type:	Part-time
Worksite location:	Bellbridge Early Years Learning Centre
Reports to:	Kindergarten Teacher
Supervises:	Nil
Approved by:	Acting Chief Executive Officer
Date approved:	March 2025
Document Type:	Position Description
Reference:	Personnel

POSITION OBJECTIVES

- Demonstrate positive and supportive behaviours, consistent with Towong Shire Council's values, towards all staff, contractors, and Councillors.
- Embrace innovation, technology, and sustainability in delivering the objectives and key responsibilities of the role.
- Assist in the delivery and planning of a high standard, developmentally based, Kindergarten program to meet the needs of the children.
- Support the delivery of other childcare programs when applicable.

KEY RESPONSIBILITIES AND DUTIES

- Support the delivery of high-quality programs and practices that provide a safe, nurturing, stimulating and engaging environment that promotes children's play and learning for all children of all abilities.
- Support the development, implementation and evaluation of programs according to the needs of the children ensuring all legal, regulatory and ethical frameworks and government guidelines are adhered to.
- Develop positive and respectful relationships with children using information about children to inform practice and support their holistic development using an approved learning framework as a guide.
- Keep parents informed of the programs by documenting and displaying program goals objectives and activities.
- Assist with the maintenance of appropriate administrative and child developmental records, including attendance, medical and accident reports, keeping all records and information contained in the child's record confidential.

- Work as an effective team member within the Centre, supporting staff, students and volunteers within the Centre reporting any difficulties to the Supervisor.
- Communicate with Kindergarten teacher/Centre Manager/Area Coordinator in any operations that need to be changed in accordance with regulations and conditions determined by the Department of Education and Training and in accordance with Council and the Early Years Centre's Policies.
- Improve and maintain professional knowledge and skills by attending Early Years Curriculum Days, Orientation Days, meetings, and relevant training programs as required.
- Maintaining a proficient knowledge and understanding of all relevant Children's Services Regulations, Centre Policies, and emergency procedures.
- Assist in cleaning the Centre when necessary.

SHARED ORGANISATIONAL RESPONSIBILITIES

Customer Service and Community Engagement

- Provide a high level of internal and external customer service consistent with Council values.
- Liaise with customers and council staff to establish and resolve issues of service provision and project delivery.
- Ensure all customer requests are responded to in a timely manner and interactions recorded in the Customer Relationship Management system.
- Work with the Communications and Engagement team to prepare an appropriate communication/engagement plan as an integral part of project and service delivery and ensure the provision of timely and regular information relative to specific projects and service delivery.

Risk Management

- Ensure the Risk Management Policy and procedures are observed and complied with at a personal level.
- Ensure compliance with the Privacy and Data Protection Act 2014 (Vic) and treat all information of a sensitive nature concerning the business of Council, ratepayers or residents in a professional and confidential manner.
- Maintain confidentiality when performing the duties of the position and in liaising with internal officers, outside organisations, and customers.
- Create and keep accurate and complete records of business activities and decision making in Council's Corporate Record Management System and in accordance with the Public Records Act 1973.
- Observe the Code of Conduct and all appropriate Council policies and procedures regarding day-to-day conduct.
- Ensure compliance with relevant legislation, regulations, and codes of practice.
- Ensure that behaviours and actions are consistent with Victorian Child Safe Standards and related legislation.

Occupational Health and Safety

- Comply with Council's Occupational Health and Safety Policy and Procedures.
- Take reasonable care for your own health and safety, as well as the health and safety of others.
- Ensure that no actions are taken to interfere with or place at risk the health and safety of any person at the workplace; including employees, volunteers, or community members (including children).
- Only use Council plant, equipment and vehicles as authorised and instructed.
- Co-operate with steps taken by Council for OHS compliance.
- Participate in OHS training and consultation when directed.
- Correctly use personal protective equipment and clothing as directed.
- Report hazards, injuries, accidents or incidents in accordance with Council Policy and procedures.

Emergency Management

- Actively participate in and contribute to Council's Emergency Management processes, training and response as outlined in the Municipal Emergency Management Plan.
- At times the incumbent may be asked to assist in Council's emergency management operations, within reason.

Other Duties

- Fulfill any other duties as directed by the Kindergarten Teacher that are reasonably within the limits of the employee's skills, competence and training.
- Identify and recommend opportunities to continually improve Council's processes, systems and service levels.

Additional Factors

- This position will require you to work at various locations within Towong Shire.

POSITION CAPABILITIES

A position at this level requires the following capabilities:

Accountability and extent of authority

- Ability to perform work under the guidance of the Kindergarten Teacher.
- Ability to perform work in line with the standards and procedures relevant to the responsibilities outlined in the position description and work assigned to the position from time to time.
- Ability to exercise discretion in the application of established standards and procedures while planning and implementing programmed activities in line with the developmental goals and learning outcomes of the Kindergarten program.

Judgement and decision-making

- Perform work with clearly defined objectives.
- Select from a range of available techniques, systems, equipment, methods or processes as required.
- Guidance and advice are always available within the time available to make a choice.

Specialised knowledge and skills

- Proficiency in the application of standardised procedures, practices, Acts and Regulations and an understanding of the impact of relevant precedents and previous decisions.
- An understanding of the technology, procedures, and processes relevant to the department.
- An understanding of the function of the position and the goals of the department and its context within the wider organisations.
- The ability to coordinate activities for and supervise children attending the Centre in a safe, warm, and caring environment.
- The ability to provide an educational environment and age-appropriate program for all children in care.
- Working knowledge of child and educational development for children 3 - 6 years old.
- Sound knowledge of safety guidelines in accordance with current Children's Services Legislation and Regulations.
- Provide assistance with the planning and effective implementation of an appropriate educational program which meets the needs of the children attending the Early Years Centre.
- Assist with the maintenance of developmental records for children attending the Early Years Centre.
- Knowledge of the National Quality Framework and VEYLDF and an understanding of how to apply and adopt, relevant policies, standards and regulations, into the teaching program.

Management skills

- Ability to plan, organise and manage one's own work within the delivery times of the Kindergarten Program.
- Assist with providing guidance, advice, and training on routine technical, procedural or administrative matters, as required.
- Basic knowledge of personnel practices and be able to provide employees under their supervision with on-the-job training and guidance.

Interpersonal skills

- Ability to work as an effective team member.
- Ability to communicate with both internal staff and members of the public and resolve minor issues.
- Ability to gain co-operation and assistance from both other employees and members of the public in the administration of activities relevant to the position.
- Strong oral and written communication skills with the skills to enable the preparation of routine correspondence, programming and reports if required.

Qualifications and experience

- Certificate III or Diploma in Childrens Services or equivalent, or 2+ years on-the-job training.
- Experience and proven ability in assisting with teaching or caring for children in a Pre-School setting.
- Current and satisfactory Police Record Check.
- Current and satisfactory Victorian Employee Working with Children Check.

KEY SELECTION CRITERIA

1. Successful completion of Certificate III in Children Services or Diploma Early Childhood Education.
2. Sound knowledge of the issues and needs that affect young children and their families, and experience in applying strategies to support inclusive practice and positive outcomes for children.
3. Knowledge of the National Quality Framework and VEYLD and an understanding of how to apply and adopt, relevant policies, standards and regulations, into the teaching program.
4. Organisational skills and the ability to prioritise work.
5. Excellent oral and written communication skills.

Physical and Psychosocial Working Conditions

Posture / Activity	Rarely required	Occasional	Frequent	Regular/ Continuous
Sit			X	
Exposure to a computer screen			X	
Stand / walk				X
Walk over even and uneven ground, including walking up steps into the office / building			X	
Perform forward reach with both upper limbs, sometimes carrying an object			X	
Perform neck rotation.				X
Perform neck flexion.				X
Alternate posture from a sitting to a standing posture			X	
Perform elbow flexion				X
Kneel, crouch or squat carrying objects		X		
Lift and carry up to 5kgs to 10kgs		X		
Lift 10kgs to 25kgs	X			
Reach to ground level, sometimes lifting an object from the ground			X	
Perform fine hand manipulation of both right and left hands				X
Perform side reaching			X	
Perform tripod grip (e.g. to hold a pen)				X
Perform low back rotation, sometimes while carrying an object			X	
Perform wrist flexion, ulna, and radial deviation			X	
Drive work vehicles for work purposes		X		
Potential to work in different learning centre locations		X		
Work with children – move quickly, lift children, hear and respond to the verbal noise's children make (speaking, crying etc), deal with challenging behaviours e.g., conflict between children, hitting, yelling etc.				X
Toilet children			X	
Exposure to childhood viruses, colds, flus, pathogens etc.			X	
Cleaning and general housekeeping duties			X	
Attend workplace meetings in meeting rooms		X		
Work with computer software and phone apps				X
Follow instructions from your direct supervisor or people with authority to direct people in the workplace			X	
Work to deadlines, to manage competing priorities and associated work stressors and to adapt quickly in a dynamic workplace			X	
From time to time provide support on projects and tasks that are outside the normal scope of the role		X		
Contribute to a busy team			X	
Regularly communicate with team members and key stakeholders from diverse backgrounds, with possibly differing opinions, viewpoints, values, personalities, and priorities			X	
Ability to manage interpersonal workplace conflicts and frustrations in a positive manner			X	
Capacity to liaise with the external customers who may exhibit challenging behaviours at times.		X		
Working inside and or an office shared environment, with limited space, with other people (office noise, indoor lighting, air conditioning / heating)				X

Approval

This position description has been approved by the Acting Chief Executive Officer.



Mark Florence
Acting Chief Executive Officer

Date: 12/3/2025

Acceptance of position description

I,, have read and accept the conditions of the Kindergarten Educator Position Description outlined above and agree to abide by Towong Shire Council policies and procedures.

I understand that any information I have given in my application for employment, or any statement found to be deliberately misleading, or any information that has been omitted will make me liable for dismissal.

Signature:

Date: