position description

POSITION TITLE	Kindergarten Educator
AWARD AND CLASSIFICATION	Early Education Employees Agreement 2026
DIRECTORATE	Community and Partnerships
BUSINESS UNIT	Child and Family Services
REPORTS TO	Team Leader Kindergarten Kindergarten Service Leader
SUPERVISES	Nil
EMPLOYMENT STATUS	Part Time
DATE	
EMPLOYEE NAME	

ORGANISATIONAL CONTEXT

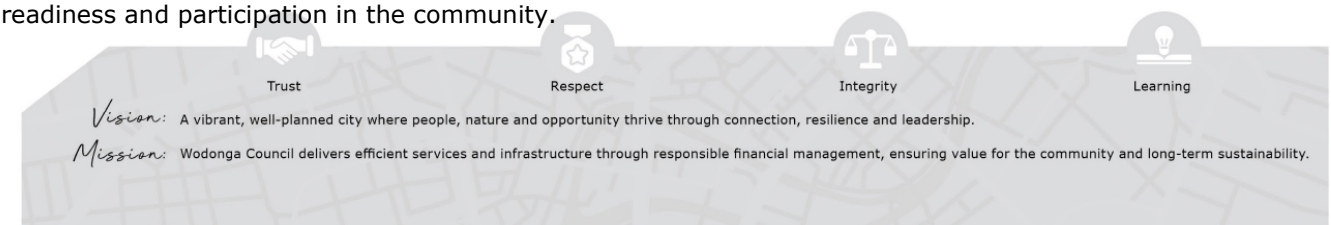
Wodonga Council's vision is to be a vibrant, well-planned city where people, nature and opportunity thrive through connection, resilience and leadership. This vision underpins our mission to deliver efficient services and infrastructure through responsible financial management, ensuring value for the community and long-term sustainability.

Wodonga Council is committed to sustainable economic growth, responsible resource management and creating opportunities that enhance wellbeing, environmental sustainability and community connection.

Governance is provided by seven elected councillors, with the Chief Executive Officer (CEO) responsible for implementing Council decisions. The CEO is supported by an organisational structure comprising three directors and more than 300 staff who work collaboratively to deliver a broad range of services that meet the evolving needs of our community.

Child and Family Services plays a vital role in supporting children and families through the delivery of accessible, inclusive and high-quality early years services. Kindergarten programs provide opportunities for children to learn, develop and build the foundations for lifelong learning through engaging play-based experiences that promote wellbeing, belonging and participation.

The Kindergarten Educator contributes to the successful delivery of Council's kindergarten services by supporting safe, nurturing and stimulating learning environments. Working collaboratively with teachers, educators and families, the role helps create positive educational experiences that support children's development, school readiness and participation in the community.



POSITION OBJECTIVES

The Kindergarten Educator supports the delivery of high-quality kindergarten programs by assisting with the implementation of educational experiences, supervision of children and daily service operations. Working collaboratively with Kindergarten Teachers, colleagues and families, the role contributes to safe, inclusive and engaging learning environments that promote children's wellbeing, development and learning outcomes while ensuring compliance with relevant legislation, regulations and service standards. The role contributes to inclusive learning environments that support the participation and wellbeing of children with diverse and increasingly complex developmental, behavioural, medical and additional support needs.

ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

- **Support the Delivery of Educational Programs**
  Assist in the planning, preparation and implementation of play-based learning experiences that support children's learning, development and wellbeing outcomes while contributing to the achievement of approved kindergarten program objectives.

- **Provide Active Supervision and Care**
  Provide active supervision, guidance and care for children throughout indoor and outdoor learning environments, daily routines and transitions to promote safety, wellbeing, inclusion and positive behaviour.

- **Support Children's Learning and Development**
  Observe, engage with and respond to individual children's interests, strengths and developmental needs to support participation, build confidence and contribute to positive learning outcomes.

- **Contribute to Inclusive Educational Environments**
  Support children with diverse developmental, behavioural, medical and additional support needs through inclusive practices, responsive interactions and collaboration with teachers and families to promote participation, wellbeing and equitable access to learning opportunities..

- **Maintain Safe, Organised and Engaging Learning Spaces**
  Prepare, set up, maintain and pack down learning environments, equipment and educational resources to ensure safe, stimulating and well-organised spaces that support quality educational experiences.

- **Build Positive Partnerships with Families**
  Develop and maintain respectful and professional relationships with families through positive communication, information sharing and day-to-day interactions that support children's wellbeing and strengthen family engagement.

- **Contribute to Observation, Documentation and Compliance**
  Undertake child observations, maintain records and assist with documentation, administrative processes and regulatory requirements to support program planning, service operations and legislative compliance.

- **Contribute to Team Effectiveness and Service Delivery**
  Work collaboratively with Kindergarten Teachers, educators, students and other stakeholders to support continuous improvement, maintain effective service delivery and contribute to a positive and professional team environment.

COUNCIL EMPLOYEE VALUES AND BEHAVIOURS

You are expected to demonstrate the values in your everyday work and your interactions with colleagues and the community.

Trust	Talk straight – Say what you mean and mean what you say Create transparency – Do not withhold information unnecessarily or inappropriately Right wrongs Practice accountability – Take responsibility for results without excuses Extend trust – Show a willingness to trust others, even when it involves a measure of risk
Respect	Treat other people with courtesy, politeness and kindness, no matter what their position or opinion Listen first – Seek to understand others before trying to diagnose, influence or prescribe
Integrity	Tell the truth in an appropriate and helpful manner that does not compromise the organisation's objectives and values Keep confidences Do what you say you will do to the best of your ability Be open about mistakes Speak of those that are absent only in a positive way
Learning	Work together and learn from each other Continuously improve and innovate Be open to change There is a high degree of responsibility for results – delivery without excuses

CAPABILITIES AND BEHAVIOURS

Demonstrate competency in each of the 7 capabilities of an Officer, according to the People and Performance Framework in Attachment 1, and practice the corresponding behaviours indicated for each capability.

JUDGEMENT AND DECISION-MAKING SKILLS

- Exercise judgement in selecting appropriate approaches, resources and responses within established procedures and guidelines.
- Identify and escalate complex child, family, safety or operational matters to the Kindergarten Teacher as required.
- Use initiative to resolve routine issues and support the effective operation of the kindergarten program.
- Apply sound judgement when supporting children's wellbeing, participation and safety.

SPECIALIST KNOWLEDGE AND SKILLS

- Knowledge of early childhood education and care principles, practices and child development.
- Understanding of the National Quality Framework, National Quality Standard and relevant legislation and regulations.
- Ability to support the delivery of play-based learning programs and educational experiences.
- Skills in observing children's learning, behaviour and development and contributing to program planning.
- Understanding of inclusive practices and supporting children with diverse developmental, behavioural, medical and additional support needs..
- Ability to maintain accurate records and utilise Council systems and technology relevant to the role.

MANAGEMENT SKILLS

- Effectively plan and organise daily tasks within established service routines and timeframes.
- Manage competing priorities while maintaining a safe and supportive learning environment.
- Demonstrate personal responsibility, reliability and accountability in the completion of work.
- Contribute positively to team planning, communication and service operations.

INTERPERSONAL SKILLS

- Communicate effectively with children, families, colleagues and community members.
- Build positive and respectful working relationships within a collaborative team environment.
- Demonstrate empathy, professionalism and confidentiality when interacting with children and families.
- Provide clear verbal and written communication appropriate to the audience.

INFORMATION TECHNOLOGY SKILLS

- Proficient in the use of standard workplace technology and software applications.
- Ability to learn and effectively use Council systems, documentation platforms and educational technology.
- Maintain accurate electronic records and information in accordance with organisational requirements.

CUSTOMER SERVICE SKILLS

- Deliver professional, responsive and respectful customer service to children, families and the community.
- Communicate information clearly and ensure customer enquiries are appropriately addressed.
- Maintain positive relationships through courteous and helpful interactions.
- Support equitable access to services for people with diverse needs and backgrounds.

EMERGENCY MANAGEMENT DUTIES

As and when required, assist in dealing with any emergency situation which affects the operation of the council and/or wellbeing of the community.

QUALIFICATIONS AND EXPERIENCE

- Demonstrated experience working within an early childhood education and care environment.
- Diploma of Children's Services or Certificate 3 in Children's Services
- Understanding of child development and contemporary early childhood education practices.
- Experience supporting educational programs within a kindergarten or early years setting.

LICENCES AND MANDATORY REQUIREMENTS

- Current Driver's License
- Pre-employment Functional Assessment (mandatory)
- National Police Check (required to be supplied by the employee or prospective employee prior to commencement)
- Victorian Working with Children Check (required to be supplied by the employee or prospective employee prior to commencement, and renewed as required)
- HLTAID012 (Provide First Aid in an Education and Care Setting)
- Diploma of Children's Services or Certificate 3 in Children's Services
- Current Protecting Children – Mandatory Reporting and other Obligations for the Early Childhood Sector.
- Evidence of Australian working rights

EQUAL OPPORTUNITY EMPLOYER

Wodonga Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other protected attribute. We recognise our proactive duty to ensure compliance with equal opportunity and to eliminate all forms of discrimination.

INHERENT REQUIREMENTS OF THE JOB

For details of the inherent requirements of the job, please see Attachment 2.

KEY SELECTION CRITERIA

1. Diploma of Early Childhood Education and Care or equivalent approved qualification.
2. Demonstrated experience supporting the delivery of educational programs within an early childhood education and care setting.
3. Sound understanding of child development, play-based learning and inclusive educational practices.
4. Demonstrated knowledge of the National Quality Framework, National Quality Standard and relevant legislation.
5. Well-developed communication and interpersonal skills, with the ability to build positive relationships with children, families and colleagues.

Staff member signature

People and performance framework

CUSTOMER SERVICE AND COMMUNICATION Understanding and valuing our customer needs to make sure we provide quality customer service.	BUILD AND ENHANCE RELATIONSHIPS Collaborating and working with our people and community.	PLAN, ORGANISE AND DELIVER Performing work to the best of our ability to deliver successful outcomes for our people and community.

FUTURE FOCUS Identifying ways we can do better and anticipating future opportunities.	PEOPLE DEVELOPMENT Looking after the personal and professional growth of our people.	MANAGE HEALTH AND WELLBEING Recognising the importance of staff health and wellbeing.	SAFETY AND RISK MANAGEMENT Prioritising safe and ethical behaviour and decision-making in everything we do.

Customer Service and Communication	
Demonstrates commitment to a high standard of service to customers and the community.	• Is helpful, shows respect, courtesy and fairness with staff and customers • Demonstrates empathy and a willingness to assist • Communicates information clearly • Listens and asks questions to understand customer needs and point of view • Proactively seeks solutions and keeps customers informed of progress • Operates within council procedures and policies • Writes in a way that is logical and easy to follow

Build and Enhance Relationships	
Works co-operatively and effectively with others.	• Demonstrates clear, open and honest communication • Works constructively to resolve conflict • Shows enthusiasm to help others • Listens and respects the value of different views, ideas and ways of working • Builds and sustains positive relationships with staff and customers • Actively participates in team and other activities • Keeps others informed and seeks clarification when required

Plan, Organise, Deliver	
Organises and prioritises own work to meet work commitments.	• Demonstrates effective use of time and resources to meet expectations and achieve outcomes • Understands what is required of the role and how this contributes to team priorities • Keeps appropriate people informed on progress of tasks and projects • Seeks information when required, demonstrates initiative • Undertakes to complete all tasks with a positive, can-do attitude

Future Focus	
Looks for improvements and is adaptable to change.	• Understands council vision and purpose and how their role fits in • Is willing to adapt to changing processes, systems, technology and environments • Looks for improvements and better ways of doing things • Seeks support and clarification when required

People Development	
Welcomes opportunities for learning and self-development.	• Displays council values • Reflects upon own performance • Seeks and acts upon feedback • Sets goals for personal and professional development • Finds ways to learn and improve in the completion of day-to-day tasks • Takes responsibility for own work and meeting job requirements

Manage Health and Wellbeing	
Takes responsibility for self-care and managing work-life balance.	• Demonstrates effective time management and prioritising of tasks • Is aware of, controls and expresses their own emotions appropriately • Recognises when support is needed • Accepts responsibility for their own actions and outcomes • Is aware of the importance of self-care

Safety and Risk Management	
Takes responsibility for personal actions and reports safety and compliance concerns.	• Remains vigilant in ensuring a safe working environment for self and others • Is aware of risk and takes action to prevent problems • Reports hazards, incidents (including near misses) and compliance concerns in a timely way • Understands the importance of honesty and transparency • Avoids and discloses conflicts of interest and guards against the misuse of council resources and assets • Complies with policies and procedures

ATTACHMENT 2

FREQUENCY	% OF WORK DAY / TASK
Rare (R)	0-5%
Occasional (O)	6-33%
Frequent (F)	34-66%
Constant (C)	67-100%

INHERENT REQUIREMENTS OF THE JOB

Wodonga Council will provide reasonable adjustments to assist a person with a disability to perform these inherent requirements of the job.

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Management early years environment	Maintain the organisation and cleanliness of environment	• Setting up of educational play spaces • Maintain order and cleanliness of environment • Communication with teacher/senior educator • Decision making, independently and collaboratively • Time management • Work autonomously • Ability to use initiative	Sitting				X
			Standing				X
			Walking				X
			Lifting up to 20kgs			X	
			Carrying < 5kg			X	
			Bending			X	
			Twisting			X	
			Squatting			X	
			Kneeling		X		
			Reaching			X	
			Fine motor		X		
			Neck rotation				X
			Providing instructions		X		
			Sustained concentration				X
			Decision making		X		
			Simple problem solving			X	
			Supervision of children				X
			Interaction with others			X	
			Exposure to confrontation		X		
			Respond to change			X	
			Prioritisation			X	

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Guidance and care of children	Meeting the care and educational needs of children.	• Effectively communicate with staff of all levels • Effective communicate with children 0-5 years of age. • Decision making, independently and collaboratively • Effective guidance strategies for children • Physical ability to meet needs of children • Adaptability • Ability to use initiative to meet requirements • Floor sitting	Sitting			X	
			Standing			X	
			Walking			X	
			Lifting up to 20kgs		X		
			Carrying < 20kgs			X	
			Bending			X	
			Twisting			X	
			Squatting			X	
			Kneeling			X	
			Reaching			X	
			Fine motor			X	
			Neck rotation				X
			Providing instructions			X	
			Sustained concentration				X
			Decision making			X	
			Problem solving			X	
			Supervision of others				X
			Interaction with others				X
			Exposure to confrontation		X		
			Respond to change			X	
			Prioritisation				X

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Administration	Ensuring appropriate documentation is completed	• Effectively communicate with staff of all levels • Filing of children's forms ie: enrolment forms, medication forms etc. • Completion of administration duties to requirements of procedural guidelines and regulations. • Good written communication • Phone use • Rare computer use	Sitting		X		
			Standing			X	
			Reaching		X		
			Fine motor				X
			Neck rotations				X
			Providing instructions			X	
			Sustained concentration				X
			Decision making		X		
			Problem solving		X		
			Interaction with others			X	
			Respond to change		X		
			Prioritisation			X	

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Customer care	Providing appropriate customer service to children and their caregivers	• Positive interactions with families as per the procedural guidelines • Support the settling of children upon arrival • Ensuring children's belongings are ready for collection • Communication of other relevant information as per the direction of teacher/senior educator. • Decision making, independently and collaboratively • Communicate all information from families to teacher/senior educator	Standing				X
			Walking			X	
			Lifting < 15kgs		X		
			Carrying < 10kgs			X	
			Bending			X	
			Twisting			X	
			Squatting		X		
			Kneeling		X		
			Fine motor		X		
			Neck rotation				X
			Providing instructions			X	
			Sustained concentration				X
			Decision making			X	
			Problem solving		X		
			Supervision of others			X	
			Interaction with others				X
			Exposure to confrontation		X		
			Respond to change				X
			Prioritisation				X