



POSITION TITLE	Kindergarten Educator
AWARD AND CLASSIFICATION	Early Education Employees Agreement 2020
DIRECTORATE	Community Development
BUSINESS UNIT	Early Years and Family Services
REPORTS TO	Team Leader Early Years
SUPERVISES	Nil
EMPLOYMENT STATUS	
DATE	
EMPLOYEE NAME	

### ORGANISATIONAL CONTEXT

Wodonga Council’s vision for the city is to be seen as a ‘progressive, well-planned city that is affordable, offers an abundance of opportunities and is led by strong, empathetic stewardship’. This vision will support us to realise our mission ‘to strengthen the community in all that we do’.

### POSITION OBJECTIVES

This position will assist the kindergarten teacher or Educational Leader in the day-to-day operation of the kindergarten service to deliver a quality kindergarten program.

*our values*

TRUST - RESPECT - INTEGRITY - LEARNING

*our mission*

WE WILL STRENGTHEN THE COMMUNITY IN ALL THAT WE DO

### **Session times**

- Prepare materials needed for the daily program and ensure activity supplies are adequate;
- Help to set-up the room and playground equipment;
- Ensure the safety of equipment and surroundings
- Answer telephone and in person enquiries;
- Greet parents and children on their arrival and help store the child's belongings;
- Supervise and ensure a smooth transition during routine times;
- Help with children's tidy-up times;
- Keep playroom reasonably tidy throughout the sessions;
- Regularly check the bathroom and locker areas;
- Supervise the children adequately, diligently and actively;
- Observe individual children in particular situations;
- Assist and guide the parent on roster with their duties;
- Deal with minor injuries;
- Ensure children collect all their belongings on their departure;
- Sort and store materials; and,
- Pack-up and clean indoor and outdoor activity areas and equipment.

### **Working with children**

- Interact with children (all interactions have an educational role), being aware that children are learning attitudes, absorbing ideas, imitating language and using the Educator as a model. Interactions include enjoying, helping, encouraging and responding to children;
- Assist the child in situations in which he/she finds difficulty in coping and to show understanding and acceptance of his/her feelings, good and bad, positive and negative;
- Enrich the program by observing and contributing ideas, talents, resources which can be a valuable addition to the program;
- Ensure that the program continues to function in other areas while the teacher concentrates on small groups of children for specific learning experiences;
- Work with groups of children at the discretion and under the guidance of the teacher;
- Ensure that the child's behaviour does not affect the personal attitude to the child;
- Assist children with additional needs as directed by the teacher; and,
- Observe confidentiality at all times with regard to children and their families, as well as any other care and education matter.

### **Working with the teacher**

- Work co-operatively with the teacher under their direction and guidance, and contribute ideas and skills to the program.

### **Working with parents**

- Listen empathetically and observe confidentiality;

- Refer parents with comments or queries about child's progress and development to the teacher; and,
- Avoid long conversations with adults during sessions.

### **Working with students**

- Accept students as an integral part of the functioning of the kindergarten service; and,
- Co-operate with students in their teaching role.

### **Working with visitors**

- Attend to visitors to the service as required; and,
- Ensure the normal functioning of the program to allow the teacher freedom to attend to visitors as required.

### **Accountability and Extent of Authority**

The position is accountable for:

- Assisting the service to deliver a quality care and education program to children;
- Complying with the National Quality Framework 2012 and the National Care and Education Regulations 2011;
- The position has the authority to make recommendations on the needs of individual children and health and safety issues, and contribute to the overall kindergarten program; and
- Work is performed within specific guidelines and under general supervision.

### 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	<p>Talk straight – Say what you mean and mean what you say</p> <p>Create transparency – Do not withhold information unnecessarily or inappropriately</p> <p>Right wrongs</p> <p>Practice accountability – Take responsibility for results without excuses</p> <p>Extend trust – Show a willingness to trust others, even when it involves a measure of risk</p>
Respect	<p>Treat other people with courtesy, politeness and kindness, no matter what their position or opinion</p> <p>Listen first – Seek to understand others before trying to diagnose, influence or prescribe</p>
Integrity	<p>Tell the truth in an appropriate and helpful manner that does not compromise the organisation's objectives and values</p> <p>Keep confidences</p> <p>Do what you say you will do to the best of your ability</p> <p>Be open about mistakes</p>

---

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

- Ability to use judgement to make decisions on the selection of the appropriate tool, technique or method from a range of options.
- Guidance and advice is always available from the Preschool Teacher or Senior Educator.

#### SPECIALIST KNOWLEDGE AND SKILLS

- Experienced in the use of IT systems and processes to foster business unit and workplace objectives
- Understanding of the importance of good record keeping and the ability to effectively use Council's document management system
- Knowledge of the philosophy of providing care and education programs to children;
- Sound knowledge and understanding of the roles of teacher and educators within the kindergarten services;
- The ability to contribute to the care and education program;
- An understanding of the principles of team work;
- An understanding of child development and ability to take child observations; and,
- The ability to assess situations and make recommendations to the kindergarten teacher on health and safety issues, and child behaviour.

#### MANAGEMENT SKILLS

- Basic skills in managing own time and planning and organising one's work to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.

#### INTERPERSONAL SKILLS

- Good verbal communication skills to communicate with clients, members of the public, and other employees, and enable the resolution of minor problems;

- Good written communication skills to communicate with clients, members of the public, and other employees.

#### INFORMATION TECHNOLOGY SKILLS

---

Be computer literate and have the ability to quickly learn and adopt software programs used by the organization relevant to the position.

## CUSTOMER SERVICE SKILLS

---

Meet customer service expectations to:

- Be honest, ethical and professional.
- Be helpful and courteous.
- Listen with respect and understand the customer's issues.
- Meet commitments made.
- Keep the customer informed.
- Ensure that the customer understands what is being said.
- Apologise if a mistake is made and attempt to make it right.
- Assist customers with physical, sensory or intellectual disabilities, to achieve equitable access to council services.

## 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

---

- Previous experience in early years' education and care services;
- First Aid Certificate, including;
  - Asthma management;
  - Anaphylaxis management;
  - CPR
- Working with Children's Check;
- Satisfactory Victoria Police Check; and
- Diploma of Children's Services.

## LICENCES AND MANDATORY REQUIREMENTS

---

- Current Drivers License
- 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)

## 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. Successful completion of a Diploma of Children's Services.
2. Demonstrated ability to communicate effectively with children, parents, colleagues and other community members.
3. Ability to use own initiative working as an effective member of a team or undertaking tasks independently.
4. Demonstrated understanding and practical application of the National Quality Framework.

---

Staff member signature

# People and performance framework

<b>CUSTOMER SERVICE AND COMMUNICATION</b>  Understanding and valuing our customer needs to make sure we provide quality customer service.		<b>BUILD AND ENHANCE RELATIONSHIPS</b>  Collaborating and working with our people and community.		<b>PLAN, ORGANISE AND DELIVER</b>  Performing work to the best of our ability to deliver successful outcomes for our people and community.	
<b>FUTURE FOCUS</b>  Identifying ways we can do better and anticipating future opportunities.		<b>PEOPLE DEVELOPMENT</b>  Looking after the personal and professional growth of our people.		<b>MANAGE HEALTH AND WELLBEING</b>  Recognising the importance of staff health and wellbeing.	
		<b>SAFETY AND RISK MANAGEMENT</b>  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.	<ul style="list-style-type: none"> <li>• Is helpful, shows respect, courtesy and fairness with staff and customers</li> <li>• Demonstrates empathy and a willingness to assist</li> <li>• Communicates information clearly</li> <li>• Listens and asks questions to understand customer needs and point of view</li> <li>• Proactively seeks solutions and keeps customers informed of progress</li> <li>• Operates within council procedures and policies</li> <li>• Writes in a way that is logical and easy to follow</li> </ul>
---	---

## Build and Enhance Relationships

Works co-operatively and effectively with others.	<ul style="list-style-type: none"> <li>• Demonstrates clear, open and honest communication</li> <li>• Works constructively to resolve conflict</li> <li>• Shows enthusiasm to help others</li> <li>• Listens and respects the value of different views, ideas and ways of working</li> <li>• Builds and sustains positive relationships with staff and customers</li> <li>• Actively participates in team and other activities</li> <li>• Keeps others informed and seeks clarification when required</li> </ul>
---	--

## Plan, Organise, Deliver

Organises and prioritises own work to meet work commitments.	<ul style="list-style-type: none"> <li>• Demonstrates effective use of time and resources to meet expectations and achieve outcomes</li> <li>• Understands what is required of the role and how this contributes to team priorities</li> <li>• Keeps appropriate people informed on progress of tasks and projects</li> <li>• Seeks information when required, demonstrates initiative</li> <li>• Undertakes to complete all tasks with a positive, can-do attitude</li> </ul>
--	--



Future Focus	
Looks for improvements and is adaptable to change.	<ul style="list-style-type: none"> <li>• Understands council vision and purpose and how their role fits in</li> <li>• Is willing to adapt to changing processes, systems, technology and environments</li> <li>• Looks for improvements and better ways of doing things</li> <li>• Seeks support and clarification when required</li> </ul>

People Development	
Welcomes opportunities for learning and self-development.	<ul style="list-style-type: none"> <li>• Displays council values</li> <li>• Reflects upon own performance</li> <li>• Seeks and acts upon feedback</li> <li>• Sets goals for personal and professional development</li> <li>• Finds ways to learn and improve in the completion of day-to-day tasks</li> <li>• Takes responsibility for own work and meeting job requirements</li> </ul>

Manage Health and Wellbeing	
Takes responsibility for self-care and managing work-life balance.	<ul style="list-style-type: none"> <li>• Demonstrates effective time management and prioritising of tasks</li> <li>• Is aware of, controls and expresses their own emotions appropriately</li> <li>• Recognises when support is needed</li> <li>• Accepts responsibility for their own actions and outcomes</li> <li>• Is aware of the importance of self-care</li> </ul>

Safety and Risk Management	
Takes responsibility for personal actions and reports safety and compliance concerns.	<ul style="list-style-type: none"> <li>• Remains vigilant in ensuring a safe working environment for self and others</li> <li>• Is aware of risk and takes action to prevent problems</li> <li>• Reports hazards, incidents (including near misses) and compliance concerns in a timely way</li> <li>• Understands the importance of honesty and transparency</li> <li>• Avoids and discloses conflicts of interest and guards against the misuse of council resources and assets</li> <li>• Complies with policies and procedures</li> </ul>

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	<ul style="list-style-type: none"> <li>Setting up of educational play spaces</li> <li>Maintain order and cleanliness of environment</li> <li>Communication with teacher/senior educator</li> <li>Decision making, independently and collaboratively</li> <li>Time management</li> <li>Work autonomously</li> <li>Ability to use initiative</li> </ul>	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.	<ul style="list-style-type: none"> <li>Effectively communicate with staff of all levels</li> <li>Effective communicate with children 0-5 years of age.</li> <li>Decision making, independently and collaboratively</li> <li>Effective guidance strategies for children</li> <li>Physical ability to meet needs of children</li> <li>Adaptability</li> <li>Ability to use initiative to meet requirements</li> <li>Floor sitting</li> </ul>	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	<ul style="list-style-type: none"> <li>Effectively communicate with staff of all levels</li> <li>Filing of children's forms ie: enrolment forms, medication forms etc.</li> <li>Completion of administration duties to requirements of procedural guidelines and regulations.</li> <li>Good written communication</li> <li>Phone use</li> <li>Rare computer use</li> </ul>	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	<ul style="list-style-type: none"> <li>Positive interactions with families as per the procedural guidelines</li> <li>Support the settling of children upon arrival</li> <li>Ensuring children's belongings are ready for collection</li> <li>Communication of other relevant information as per the direction of teacher/senior educator.</li> <li>Decision making, independently and collaboratively</li> <li>Communicate all information from families to teacher/senior educator</li> </ul>	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			