



## **POSITION DESCRIPTION DIPLOMA IN CHILDRENS SERVICES**

### **POSITION OBJECTIVES**

1. To assist in the coordination of high quality educational programs developmentally appropriate for kindergarten aged children in accordance with the Victorian Early Years Learning and Development Framework (VEYLDF).
2. To operate in a professional manner at all times, acknowledging and working in accordance with the requirements of the relevant government legislation, departmental policy and regulations, and kindergarten policy and procedures (as listed in the responsibilities section below).

Responsible to:

3. The position is directly accountable to the Early Childhood Teacher, the Director and Volunteer Parent Committee.

Liaison with:

4. The Early Childhood Educator will work closely with the Golden Square Kindergarten children, staff, volunteers and children, the Volunteer Parent Committee, and parents.

### **RESPONSIBILITIES**

1. To work co-operatively and professionally as a member of a team, and assist with the provision of high quality educational programs for the children, under the direction of the Early Childhood Teacher and the centre Director.
2. To provide an atmosphere that fosters positive communication, where children feel confident in asking questions, offering ideas, sharing information and participating in the program.
3. To operate in a professional manner at all times, meeting the requirements of the Preschool Program Funding Criteria of the Department of Education and Early Childhood Development, the Children's Services Regulations 2009 and the Children's Services Act 2010. Code of ethics, Code of Conduct and Child Safe Policy.

4. To have knowledge of, to acknowledge and to work within the policy and procedures as set out for the Golden Square Kindergarten.
5. Participation in regular performance review processes.
6. To participate in the assessment, documentation and planning for children.

## **KEY SELECTION CRITERIA**

Mandatory:

1. A demonstrated ability to work collaboratively with children and their families.
2. A demonstrated ability to contribute to an environment that meets each child's educational, nutritional, emotional and social needs and enables each individual child's potential to be maximized. This includes but is not limited to: a capacity to provide a secure, warm, caring, hygienic, safe and fun environment.
3. A demonstrated understanding of a positive approach to behaviour and guidance of children.
4. Ability to work as a team member when working with co-workers, committee members and parents.
5. Flexibility and ability to work a variety of hours as required.
6. A high level of organisational and communication skills adaptable to both child and adult interactions.
7. Ability to maintain and manage confidentiality of information.
8. Report to SAFETY OFFICER any concerns or observations of ABUSE or NEGLECT. This is mandatory and failure to report is a criminal offence.
9. To read and abide by all centers policies and regulations.
10. An understanding of the development of kindergarten aged children.
11. Experience in working within early childhood settings or kindergartens.
12. Demonstrated ability to assist in observing children's needs and to contribute to program planning and writing observations.

## **QUALIFICATIONS**

Mandatory:

1. Diploma in Children Services
2. A Working with Children Clearance (Previously known as Working with Children Check).

Desirable:

1. A current Workplace Level 2 First Aid Certificate or equivalent. If you do not have this you will need to commit to participating in our educator first aid course in September.
2. A current Anaphylaxis Certificate (course code 21659Vic or 21827Vic). If you do not have this you will need to commit to participating in our educator first aid course in September.

## **SALARY AND OTHER CONDITIONS**

1. Wages, Terms and conditions as per the latest VECTEA.
2. Level of appointment to be based on skills and experience.
3. Hours of duty are as stated below 12.30-6pm Tuesday & Wednesday per week (contact hours), 1 hour prep Wednesday (non-contact hours).
4. Satisfactory maintenance of a Working with Children's clearance (Previously known as Working with Children's Check) &/or a police records check is a condition of ongoing employment.
5. This is an Employment Contract for 6 Months, to commence in term 3 and end in term 4. This contract will then be reviewed for 2022.
6. You will receive a RDO (Rostered Day off) once a term that compensates you for any additional hours which are voluntary eg. Open Days, Family Nights, Term set ups. This is to be approved by your Lead Educator each term.

## **OTHER DUTIES**

1. To participate in outer hour kinder activities when required eg. Open Days, Family Nights, Term set ups.
2. Other duties may be required as negotiated between the Golden Square Director, Staff and the Volunteer Parents Committee.

## **HOURS OF WORK**

<b>TUESDAY</b>	<b>12.30-6PM (All contact hours with children)</b>
<b>WEDNESDAY</b>	<b>11-12pm (Non-contact hours with children for Prep.)</b>
<b>WEDNESDAY</b>	<b>12-12.30PM (Lunch non paid)</b>
<b>WEDNESDAY</b>	<b>12.30-6PM (All contact hours with children)</b>

**To apply for this position please include:**

- Cover letter
- 2x Referee's and contact details
- Your CV

By Wednesday the 23<sup>rd</sup> of June 2021