

POSITION TITLE:	Qualified Early Years Educator	CLASSIFICATION:	Band 4
REPORTS TO:	Early Years Team Leader	DIRECTORATE	Community and Wellbeing
DEPARTMENT:	Connected Communities	TEAM:	Early Years

OUR STRATEGIC CONTEXT



PURPOSE

Our organisation is accountable, sustainable, and delivering effective services to our community.

VISION

Our community is a safe, inclusive, and creative city that celebrates and embraces its vibrancy of cultures.

VALUES

Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

COUNCIL PLAN

A thriving and unique place; an inclusive and healthy community; and a people-centred and future ready city.

HOW YOUR ROLE CONTRIBUTES

As the Qualified Early Years Educator (Room Leader) you will lead an engaging early years program that promotes high quality Early Education and Care that meets the needs of children and families. Your role will see you provide and implement educational programs, environments and interactions that nurture, stimulate and guide each child's interests, needs and development.

The role provides the opportunity to contribute positively to the continual learning practices of the Stonnington Early Years' Services team while offering the chance to supervise and guide co-educators both in your direct room and across the service.

RESPONSIBILITIES	KEY OUTCOMES
Quality Assurance and Compliance	<ul style="list-style-type: none"> Maintain program documentation in line with the Early Years Services program planning policy including emerging curriculum, individual child portfolios and reflective practice. Plan, implement and evaluate play and learning experiences for children in consultation with families and other educators. The planning will be based on the children's individual needs, will reflect the Services philosophy, The Early Years Learning Framework and National Quality Standards and will be regularly evaluated with reference to stated goals. Support and contribute to the quality improvement of the service including the Quality Improvement Plan and implementing the National Quality Standards. Work in accordance of the Education and Care Services National Regulations 2011, Education and Care Services National Law Act 2010, and National Quality Framework and Standards, Child Safe Standards and Pre-School Funding Criteria. Always maintain confidentiality regarding matters within the Centre. Work according to Centre Policy and Procedures at all times Ensuring a safe and healthy environment is maintained at all times. Promote and practice the Australian Early Childhood Association Code of Ethics and the United Nations Convention on the Rights of the Child.

Working with children and their families	<ul style="list-style-type: none"> • Provide a safe, secure, pleasant and hygienic environment for children to learn and play. • Consult families and children and provide opportunities for their contribution to the program to meet the individual needs of all children. • Provide verbal and written communication for families through daily conversations, parent meetings, email correspondence, program planning documentation and Storypark. • Observe, record and respond appropriately and warmly to children's behaviour, developmental levels and individual needs. • Always Maintain Anti-Bias procedures and practices. Treat all families and children equally and respect the diversity of backgrounds. • Use positive guidance and behaviour management. <p>Ensure active, adequate and efficient supervision of children at all times.</p>
Working with staff	<ul style="list-style-type: none"> • Work co-operatively with other staff and provide clear communication with other team members. • Support and mentor fellow room educators and or student placements. • Maintain a positive and flexible approach to change - be prepared to work with other age groups and in any of our Services as required. • Work with Educational Leader for support on program planning advice and to strength knowledge and practices. • Contribute positively to the team culture and work collaboratively with a diverse range of people. • Be punctual and attend staff meetings/training as directed by the Centre Team Leader and Early Years Coordinator. • Participate and contribute to meetings such as staff meetings, network meetings, room leader meetings, leadership meetings.

KEY WORKING RELATIONSHIPS



Direct reports: Educators, Early Years Team Leader, Educational Leader

Internal: Early Years Coordinator, Maternal Child Health Nurses

External: Children and Families, External Support Agencies, State Government Representatives (e.g. Department of Education)

REQUIRED EXPERIENCE, SKILLS AND COMPETENCIES

Accountability and extent of authority	<ul style="list-style-type: none"> • Ability to supervise and guide resources, teams or other employees effectively, ensuring adherence to defined objectives and budgets while maintaining regular communication and reporting to senior management. • Competence in providing specialist advice or regulating client interactions within established guidelines, with an understanding of the implications of decisions and the ability to navigate appeals or reviews by senior staff • Capacity to provide direct support to senior employees, exercising broader decision-making freedom that impacts overall team performance and outcomes, while maintaining alignment with organizational standards and procedure • Roles focused on supporting senior staff involve some independent decision-making within guidelines. The quality of this support directly impacts the performance of those being assisted.
Judgement and decision making	<ul style="list-style-type: none"> • Ability to assess well-defined objectives and select the most suitable methods, technologies, or processes from various alternatives, leveraging professional knowledge and experience • Competence in tackling complex or technical issues that require innovative solutions, demonstrating originality and resourcefulness when faced with unfamiliar challenges.

Management Skills	<ul style="list-style-type: none"> Ability to effectively manage time, set priorities, and organize tasks to meet objectives efficiently within available resources and deadlines. Strong understanding of personnel practices, including equal employment opportunity, occupational health and safety, and employee training and development. Proficient in planning and coordinating work activities for oneself and others to achieve specific goals and enhance overall team performance.
Interpersonal skills	<p>Strong verbal and written communication skills to engage clients and colleagues clearly and professionally</p> <p>Ability to work cooperatively with diverse groups, fostering a supportive environment and building strong relationships.</p>
Qualifications, Specialist knowledge and skills	<ul style="list-style-type: none"> Satisfactory completion of a Diploma of Early Childhood Education and Care or equivalent Demonstrated work experience in Early Years and or Qualified Room Leader role that showcases applicable skills and knowledge. Working knowledge and understanding of the Education and Care Services National Regulations 2011, Education and Care Services National Law Act 2010, and National Quality Framework and Standards, Child Safe Standards and Pre-School Funding Criteria. Must possess a current Working with Children Check (WWC) or Victorian Institute of Teaching Card (VIT) and a valid Police Check or be willing to obtain prior to commencing employment This role may be required to complete routine medical checks, undergo fit to work testing, update their police check as necessary, and maintain a current Working with Children Check to ensure compliance with organisational policies and safeguarding standards.

Capability Framework: Level 2 Accomplished

Capabilities are the essential skills and behaviours needed for effective role fulfillment, represented as observable actions

Project Management	Develop skills in planning, executing, and overseeing projects by effectively managing resources, monitoring progress, and ensuring alignment with objectives and budgets for successful project completion.
Change	Drive organisational change by identifying opportunities for improvement, implementing new processes, and ensuring smooth transitions while engaging and supporting stakeholders.
Communication	Enhance communication skills to foster collaboration, clearly convey complex information, and effectively influence decisions while resolving conflicts and building strong relationships.
Good governance	Ensure adherence to policies, legal requirements, and ethical standards by making transparent, accountable decisions and mitigating risks through continuous evaluation and improvement.
Achievement	Achieve organizational goals by setting clear objectives, prioritizing tasks, and delivering results efficiently, while consistently striving for quality and continuous improvement
Leadership Impact	Lead teams by influencing strategic decisions, developing talent, fostering collaboration, and driving long-term organisational success through effective leadership and mentorship.

WHAT WE ARE ALL RESPONSIBLE FOR



Workplace Health, Safety and Wellbeing:	We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk.
Diversity, Equity, and Inclusion:	We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic.
Code of Conduct:	We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct.
Service Promises:	We Empathise We are Responsive We are Transparent We are Consistent We Follow Through

**Safeguarding Children
and Young People:**

We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers, and Councillors have a legal and moral obligation to keep children safe and promote their best interests.

Sustainability:

We're committed to a sustainable Stonnington, working together with our community to create a healthy future for us all.

Review date: June 2025