

# WHITEHORSE CITY COUNCIL

## Position description

<b>Job title:</b> Assistant Director Whitehorse Early Learning Service	
<b>Classification:</b> Band 5	<b>Effective Date:</b> January 2025
<b>Reports to:</b> WELS Director	<b>Tenure:</b> Permanent Full Time

### About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer  
Experience and  
Service Delivery**



**Great  
Organisational  
Culture**



**Innovation  
and Continuous  
Improvement**



**Good Governance  
and Integrity**



**Long Term  
Financial  
Sustainability**

### We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

#### Collaboration

We work flexibly together to achieve outcomes and solve problems.

#### Respect

We actively listen, value diversity and care.

#### Excellence

We adapt, respond, learn and grow.

#### Accountability

We take responsibility and follow through on our promises.

#### Trust

We act with integrity and are empowered to make decisions.

## Goal Statement

The position will assist in overseeing the provision of a quality education and care service (Whitehorse Early Learning Service – (WELS)) that improves educational and developmental outcomes for children.

## Key Responsibilities

### *Position Specific Responsibilities*

Assist the Director to:

- Ensure all of the following occurs in accordance with the National Quality Framework encompassing the National Education and Care Services Law Act 2010 and Regulations 2011 and National Quality Standard, The Early Years Learning Framework for Australia – Belonging, Being & Becoming, Victorian Early Years Learning and Development Framework, Council policies and procedures and other relevant legislation and guidelines.
- Provide leadership, guidance and mentoring to Whitehorse Early Learning Service staff to ensure they fulfil their roles and responsibilities.
- Coordinate rosters, recruitment, meetings, training and development for staff and yourself in line with frameworks and legislation to meet the education and care needs of children and families.
- Ensure staff and yourself have a working knowledge and understanding of the Early Childhood Services unit philosophy, policies and procedures and they are implemented throughout the service.
- Ensure the planning, development, implementation and evaluation of the program.
- Ensure the service is continually implementing the National Quality Standards and updating the Quality Improvement Plan.
- Ensure all children are adequately supervised at all times they are being educated and cared for. Ensure every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury.
- Minimise risks to children through implementation of adequate health and hygiene practices.
- Ensure the food safety program is followed and regular checks and audits are conducted.
- Provide clear communication and direction to staff, students, families, children and other persons connected to the education and care service.
- Actively develop positive relationships and support collaboration with families that enable them to contribute to the program and service overall.

- Actively promote the service to the community to ensure ongoing viability of the service and to develop partnerships with community.
- Ensure the development and maintenance of accurate appropriate written records, reports and information including but not limited to preparation of regular reports for the Coordinator Whitehorse Early Learning Service on the financial and operational status of the service and legislative requirements.

#### *Corporate Responsibilities*

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety

#### **Authority**

Budget:

Nil

Staff responsibility:

The position will assist the Director to supervise and lead all staff within the children's service centre.

Decision Making:

In consultation with the Director or in the Directors absence:

- The position has the authority to make decisions on day to day planning and implementation of the service to meet the requirements of the Law Acts, Regulations, Frameworks, and Council policies and procedures.
- The position has the authority to take action to protect children from harm and any hazard likely to cause injury within the Law Acts, Regulations, Frameworks, and Council policies and procedures.
- The position has the authority to set own work priorities.

- Guidance is always available, and direction should be sought from the Coordinator Whitehorse Early Learning Service on more complex matters.

### Key Relationships

- The position will liaise with all staff in the Early Childhood Services team and other council employees.
- The position is required to maintain professional relationships with families, the early childhood industry and other relevant professionals.

### Skills and Attributes

#### Qualifications/Certificates/Licences and Experience

- Diploma in Children's Services or Bachelor of Early Childhood or other qualification deemed by the regulations to be equivalent or superior.
- Demonstrated substantial experience in the supervision of an early childhood service, including the management of staff.
- Demonstrated experience in the National Quality Standard.
- Current Level 2 First Aid and CPR certificate.
- Current anaphylaxis and auto injection pen certificate.
- Current asthma certificate
- Current Working With Children Check
- Eligible National Police Records Check.
- Current Food Safety Supervisor's certificate

#### Technology

- Demonstrated knowledge and experience of relevant industry legislation, frameworks and guidelines including the National Quality Framework encompassing the National Education and Care Services Law Act 2010 and Regulations 2011 and National Quality Standard, The Early Years Learning Framework for Australia – Belonging, Being & Becoming, Victorian Early Years Learning and Development Framework.
- Ability to implement and monitor organisational policies and practices and other relevant legislation and guidelines.
- Working knowledge of different theories about early childhood to inform approaches to children's learning and development.
- Knowledge of and commitment to Occupational Health and Safety and Equal Opportunity policies and practices.
- Experience implementing a food safety program.

#### Interpersonal

- Excellent written and verbal communication skills to enable effective and professional communication with children, families, staff and other relevant professionals.
- Ability to gain cooperation and assistance from and negotiate with children, families and team members.
- Ability to discuss and resolve complex problems with families, staff and colleagues.
- Ability to convey tolerance and sensitivity to family and children's values and needs.

#### Leadership/management:

- Ability to manage own time and plan and organise own work.
- Ability to delegate tasks and set priorities for those under supervision.
- Ability to provide team members with on-the-job training, guidance, coaching, mentoring and performance management.
- Ability to facilitate team development and cooperation.
- Ability to facilitate and lead parent participation.
- Ability to adapt to changing circumstances and take a flexible approach to changing needs and demands.

#### Additional Requirements

- The position includes an inherent physical requirement to lift and carry children and equipment. Please refer to the Physical and Functional Requirements Checklist for more information. Short listed candidates may be required to attend a pre-employment medical examination.
- The position will be required to attend meetings and training outside of the children's services centre's hours of operation.
- It is a requirement of Whitehorse Early Learning Service that all permanent staff are registered as Certified Supervisors with the regulatory body.
- This position has been identified as an "at risk" role which may have a potential occupational exposure to a vaccine preventable, communicable disease. It is a requirement that the incumbent receives immunisation in accordance with the Council's Staff Immunisation Program.
- In addition to Council's Staff Immunisation Program it is a requirement that the incumbent is also double vaccinated against COVID-19 due to the vulnerability of the clientele they will work with.

## Key Selection Criteria

- Diploma in Children's Services or Bachelor of Early Childhood or other qualification deemed by the Regulations to be equivalent or superior.
- Certificates demonstrating current first aid level 2, CPR, Anaphylaxis, auto injection pen, asthma and food safety supervisor, current Working with Children Check and National Police Check.
- Demonstrate substantial experience in early childhood including staff management.
- Demonstrated knowledge and experience of relevant industry legislation, frameworks and guidelines including the National Quality Framework encompassing the National Education and Care Services Law Act 2010 and Regulations 2011 and National Quality Standard, The Early Years Learning Framework for Australia – Belonging, Being & Becoming, Victorian Early Years Learning and Development Framework.
- Demonstrate the capacity to discuss and resolve complex problems with families, staff and colleagues.
- Demonstrate the capacity to manage budgets and undertake internal and external reporting requirements.
- Summarise your understanding of the changes that have and are taking place in the early childhood sector.

## Physical Requirements

Task	Performed Often	Performed Sometimes	Never/Rarely Performed
Keyboard duties		✓	
Reading tasks		✓	
Writing tasks		✓	
Sitting (extended periods)		✓	
Walking/standing (briefly)	✓		
Walking/standing (extended)	✓		
Driving car/utility/truck			✓
Lifting/carrying duties (light)	✓		
Lifting/carrying duties (heavy)	✓		
Pushing/pulling tasks (light)	✓		
Pushing/pulling tasks (heavy)	✓		
Chopping/digging tasks		✓	
Bending/kneeling requirements	✓		
Climbing stairs/ladders/scaffolds			✓
Handling grease/oils			✓
Exposure to dust/dirt			✓
Exposure to hazardous materials			✓
Exposure to noise	✓		
Repetitive arm/wrist/hand movements		✓	
Other (please specify) Bending at waist for nappy changing			



**Any other relevant comments:**

## PHYSICAL ACTIVITIES – CHILD CARE

The following provides additional information in relation to the physical activities carried out by staff engaged in childcare duties. This information should be read in conjunction with the Physical Requirements Checklist and the Position Description of the individual.

*The physical skills (in summary) required for this position involve the following:-*

- Manual lifting/ carrying of children in/out of cots, high chairs and on/ off change table (may be in excess of 10kgs). An estimated minimum of 30 lifts per child (usually under two years of age).
- Sliding/ lifting/ carrying of indoor and play equipment x 2 daily.
- Transfer of materials from store room to indoor play area (cartons weigh est. maximum of 10kgs). Several high chairs and children-sized wooden chairs are transferred twice daily.
- Packing up of floor toys into plastic cartons 3-4 x daily requires significant and repeated periods of working at floor level.
- Talking to children in bent/ squat/ kneeling position consistently throughout the day.
- Floor play requires the ability to kneel /squat to children's level/ floor level. An estimated 20% of work demands require these postures.
- Pushing children on tricycle requires stooping.
- Seated on low ergonomic chairs for structured activities at low tables.
- Pushing/ pulling of 250 litre and 125 litre wheelie bins up ramp to footpath.
- Minimal repetitive movements in patting children to sleep and nappy changes.

*The specific tasks include the following physical requirements:*

### Planning / programming

This involves discussion with other staff and planning of activities. The early childhood educator is responsible for planning activities for the children under his/her supervision and maintaining appropriate records and information regarding children and families.

An estimated half-hour weekly at an ergonomic workstation includes some minimal use of screen-based equipment.



## **Supervision and delegation**

Supervision and delegation of duties for other staff, students and volunteers as appropriate, working co-operatively with all workers in the Centre.

## **Organising indoor activities**

There is a combination of structured and non-structured activities. In the structured group staff interact with children in small groups or individually on the floor or at low tables.

Activities include painting, reading, craft, puzzles, building blocks/ construction, use of home play equipment, floor activity mats, play doh and games etc.

## **Organising outdoor activities**

Supervised outdoor play, on play equipment, trampoline and sandpit. This involves supervision of children playing with lightweight playground equipment which is moved a few metres (to be protected from the weather) at the end of each day. Some of this equipment is permanently left in place. The large sandpit tarpaulin cover is removed and replaced each day by a childcare worker and children like to assist with this task.

## **Arranging furniture**

The child sized height tables are moved according to the daily activity plan; the child-size wooden chairs are placed on tables or in storeroom in preparation for cleaners at the end of each day. Two staff move the low child-size tables.

## **Food preparation/ Serving food at lunchtime**

Food is delivered by the Cook to the children's' room. The folding high chairs weigh an estimated 3kgs with a feeding tray of 750mm height which poses no difficulty for a worker of average height. Children sit either in high chairs or at the children's' table.

## **Cleaning/ clearing up**

The children can assist in collecting toys from floor and placing in toy boxes or on low shelving. Toys are packed away at regular intervals throughout the day. Foam chairs, play mats and cushions are also put away to leave the floor as clear as possible for cleaning at the end of the day (kitchen play utilities remain in place). No general cleaning by early childhood educator is required apart from mopping up any spills on the floor from lunch or play and wiping down tables.

### **Supervising toileting/ nappy change**

3-5 year old children are mostly independent in the use of specially designed/ low toilet facilities. Nappy changes for the 0-2 +year olds takes place approximately 5 x daily for usually no more than 10 children (could be a maximum of 15). The change tables (which have steps for children who are more independent) is at a good height of 900mm which minimises the need for bending.

### **Organising children's rest period**

Lightweight mattresses are placed on the floor of the activities room then covered with a protector mat and fitted sheet which is undertaken in a kneeling position at floor level. Many of the children in the 0-2 year age group are lifted and settled into cots, which have raised bases and drop-down sides, which minimises bending.

### **Laundry/ cleaning activities**

Collect soiled linen and place in the washing machine. Washed items are either placed in dryer (situated within reach above washing machine) or onto a lightweight clotheshorse or outdoor line situated just above head height. Dried items are folded.