

Job title: Assistant Director Whitehorse Early Learning Services	
Classification: Band 5	Effective Date: September 2018
Reports to: WELS Director	Tenure: Permanent

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 provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

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

Collaboration	Respect	Excellence	Accountability	Trust
We work flexibly together to achieve outcomes and solve problems.	We actively listen, value diversity and care.	We adapt, respond, learn and grow.	We take responsibility and follow through on our promises.	We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

The position will provide a quality childcare service in accordance with the Children's Services Act 1996 and Regulations 2010, Victorian Early Years Learning and Development Framework, National Early Years Learning Framework, National Quality Framework, and Council policies and procedures.

Key Responsibilities

Position Specific Responsibilities

- Develop, plan, implement and evaluate play and learning experiences and programs for children based on individual needs and reflective of best practice and Council philosophy.
- Develop, implement and evaluate children's daily routines including arrivals, departures, eating and sleeping.
- Take responsibility for a group of children in accordance with the requirements of the Act and Regulations, and ensure active, adequate and efficient supervision of children at all times.
- Provide a safe, stimulating and nurturing environment for children and their families.
- Respond appropriately to children's behaviour, developmental levels and special needs.
- Use positive forms of guidance and behaviour management.
- Develop positive relationships with parents and provide opportunities for their contribution to the program.
- Treat families and children equally and respect the diversity of backgrounds.
- Work with parents and other professionals to set common goals for individual needs.
- Ensure the development and maintenance of accurate appropriate written records, reports and information.
- Provide clear communication and direction to team members and students where required.
- Ensure Council policies and procedures are promoted and practiced,
- Participate in staff meetings and in-service programs.
- Adhere to Acts, Regulations, Frameworks and Council policies and procedures.
- Act as the Centre Director in their absence.
- As delegated by the Centre Director, provide guidance and leadership to Centre staff to ensure high quality services are provided and maintained.
- Provide support to the Centre Director across all areas of service coordination and administration, including ensuring adequate staffing levels and implementing Centre policies.

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.

Accountability and Extent of Authority

Budget: Nil

Staff responsibility: The position will provide guidance and direction to educators and students on placement.

Judgement and Decision Making

- The position has the authority to make day to day decisions on the planning and implementation of programs to meet the requirements of the Acts, Regulations, Frameworks, and Council policies and procedures, and to meet the individual needs of children and their families. The position also has the authority to take action to maintain the health and wellbeing of children within the above bounds.
- Guidance is always available, and direction can be sought from the Centre Director on more complex matters.

Qualifications and Experience

- Diploma in Children's Services, or other qualification deemed by the Regulations to be equivalent or superior.
- Demonstrated experience in a childcare centre, including the administrative functions.
- Demonstrated experience in the supervision of staff
- Current Level 2 First Aid Certificate.
- Current anaphylaxis qualification.

Other technical skills

- Working knowledge of and ability to work within the parameters of the Act, Regulations, and relevant Frameworks, and ability to quickly obtain knowledge of Council policies and procedures.
- Excellent understanding of child development, program planning, and behaviour guidance.
- Ability to plan, implement and evaluate an age-appropriate program for children.
- Ability to observe individuals and groups.
- Knowledge of and commitment to OHS and Equal Opportunity policies and practices.
- Understanding and acceptance of differing social and cultural values and attitudes to raising children.
- Understanding of the Food Safety Program.

Interpersonal Skills

- Excellent written and verbal communication skills to enable to effective and professional communication with children, families and team members.

- Ability to gain cooperation and assistance from children, families, and team members.
- Ability to discuss and resolve minor to complex problems with families and team members and refer any other issues to the Director.
- Ability to convey tolerance and sensitivity to family and children's' values and needs.

Key Relationships:

- The position will liaise with all staff in the Children's Services team, and other Council employees.
- The position is required to maintain professional relationships with families, allied health workers, and early childhood professionals.

Management Skills

- Ability to manage own time, organise tasks and set priorities.
- Ability to provide team members and students with on-the-job training and guidance, and to delegate tasks to those under supervision.
- Ability to take direction as required.
- Ability to support the Director in facilitating team development and cooperation and in the smooth running of the Centre.

Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.
- A valid Victorian driver's licence.

Notes and comments:

- The position includes an inherent physical requirement to lift and carry children and equipment. Please refer to the Physical and Functional Requirements for more information. Short listed candidates may be required to attend a pre-employment medical examination.
- The position will be required to attend meetings outside of the centre's hours of operation.
- The 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.

Key Selection Criteria

- Diploma in Children's Services or other Qualification deemed by the Regulations to be equivalent or superior.
- Certificates demonstrating current first aid Level 2, CPR, Anaphylaxis, auto injection device, asthma and food safety supervisor, current Working with Children check and National Criminal Check.
- Demonstrate substantial experience in early childhood including staff management.

- Provide examples demonstrating your ability to plan, implement and evaluate an age-appropriate program for children.
- Demonstrate the capacity to discuss and resolve complex problems with families, staff and colleagues.
- Summarise your understanding of the changes that have and are taking place in the early childhood sector.

Physical Requirements

TASK DESCRIPTIONS (Tick relevant frequency)

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/squatting	✓		
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 and children's sleep routines	✓		

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.