

Position title: Trained Early Childhood Educator - Whitehorse Early Learning Services	
Classification: Band level 3	Effective Date: June 2026
Reports to: Director Whitehorse Early Learning Services	Tenure: Permanent/Temporary/Casual

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

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.

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 Certificate III Educator is responsible for supporting the Qualified Diploma/Room Leader and the team while working collaboratively in the implementation of high-quality program and service delivery with Whitehorse early years services.
- The Certificate III Educator is expected to engage in collaborative reflective practice discussions with the team at the early years' service, and contribute to, documentation of children's learning and development through the use of the cycle of planning. It is expected that the certificate III educator contributes to ideas and works in partnership with children and families using strength based and family centred approaches.

Key Responsibilities

Position Specific Responsibilities

- Consistently uphold Whitehorse Councils values
- To understand and be familiar with the Victorian Early Years Learning and Development Framework (VEYLDF) and the Early Years Framework (EYLF) Belonging, Being and Becoming. Be familiar with Education and Care National Law, Regulations and National Child Safe Standards
- Assist with the assessment and documentation of children's learning and development by taking observations and reviewing information about individual children's knowledge, ability, learning, development and interests.
- Critically reflect and support with educational program including routines. The support includes enhancing children's skills, development and scaffold their learning.
- Collaborate, communicate and share with parents, about individual child's progression in discussion with the room leader or ECT. Demonstrate respect for all team members, families and children regardless of their background, experience and life journey.
- Assist and support set up and implementation of learning environments and spaces support children's engagement in learning and development. Ensure all children are dynamically supervised within learning environments at all times.
- Demonstrate levels of written and verbal communication.
- Contribute to development and progress of Quality Improvement Plan (QIP)
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- Actively participate in staff meetings, training and networking opportunities.
- Actively participate and engage in professional development, learning and goals.
- To be an active team member of the Whitehorse Early Years service and work in collaboration with the team to provide high quality programs and service delivery for families and children.



- Demonstrate an understanding of the National Quality Standards (NQS) and implement the practices and interactions reflective of the NQS when working with children and families.
- To contribute to ongoing continuous improvement at the early years service including the service's Quality Improvement Plan (QIP).
- To support Qualified Diploma educator in implementing open-ended, flexible and child directed learning spaces and environments in the program to support and extend children's learning, development and interests.
- Support the Diploma Qualified educator and team with the implementation of strategies that have been recommended by children's support team and allied health professions.
- Engage in professional reflection about practice, program, knowledge and contemporary research.
- Use a range of technology, methodologies, resources and materials to implement program design and learning environments.
- Know obligations under mandatory reporting, reportable conduct and Child Safe Standards.
- Work with children using strength based and family centred approaches.
- Demonstrate familiarity of the *Education and Care Services National Regulations, 2011* and *Education and Care Services National Law, 2010*.
- Promote and implement in practice the Australian Early Childhood Association Code of Ethics.
- Respect and maintain confidentiality of information about children, families and educators at all times.
- Work collaboratively with the team at the early years service to ensure inclusive practice and program delivery that is culturally responsive, and meets the individual needs and abilities of each child and family.
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Corporate Responsibilities

- Ensure adherence to all Corporate Policies, Procedures and the Organisational Goals and Values Principles in the current Whitehorse City Council Collective Agreement by all staff under supervision.
- Ensure the organisation is aware of and compliant with relevant statutes and legislation.
- Identify and develop changes to policy and procedure in areas of responsibility.
- Ensure that risk management principles are adopted in all decision-making processes within the team.
- Undertake identification, reporting and resolution of risk management activities (including that staff are appropriately trained) and ensure that all relevant operating procedures provide for a safe working environment.



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- Ensure appropriate care and use of 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 provide supervision, guidance and direction to agency staff and students on placement.

Decision Making:

- 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, Standards and Council policies and procedures.
- Guidance and direction should be sought from the Qualified Educator and or Director 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, other relevant professionals and government departments.

Skills and Attributes

- Certificate III in Children's Services, or other qualification deemed by the Regulations to be equivalent or superior.
- Demonstrated experience in an Early Childhood Service.
- Current Working with Children Check
- Current National Criminal History Check
- Current Level 2 First Aid and CPR Certificate.
- Current Anaphylaxis and Auto Injection Pen Certificate.
- Current Asthma Certificate
- Current Food Handlers Certificate (Desirable)
- Current certificate of Foundational Training of Child Safety

Technology

- Demonstrated knowledge and experience of relevant technology.

Interpersonal



1. Behave according to Whitehorse Council's Corporate and Early Years Policies , Procedures and values.
 2. Reflect and commit to ongoing learning and self-development.
 3. Maintain positive, respectful and effective communication with children, families, professionals and team members.
 4. Maintain an inclusive and non-judgemental attitude and approach in all interactions with families, children and team members.
 5. Demonstrate an ability to work in a team environment.
 6. Demonstrate collaborative approaches to change.
- Excellent written and verbal communication skills to enable effective and professional communication with children, families, team and other relevant professionals.
 - Ability to work collaboratively with children, families, team and other relevant professionals.
 - Ability to discuss and resolve issues with families and team members. Refer any complex issues to the Qualified Educator and or Director.

Occupational Health, Safety and Risk Management

7. To practice and implement OH&S policies and procedures at the early years service.
8. Actively participate in reporting matters affecting the health, safety and wellbeing of children, families and educators at the early years service.
9. Demonstrate and promote behaviour that does not discriminate, bully or harassment.

Leadership/management:

- Ability to manage own time, meet deadlines and outcomes.
- Ability to implement management directions as advised by Qualified Educator and or Director.
- Ability to self reflect and implement change and continuous improvement.

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 staff meetings, training and networking opportunities outside of the children's services centre's hours of operation.
- 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.

Key Selection Criteria

1. All applicants are required to address the Key Selection Criteria when applying for a position.
2. Certificate III Qualifications in Early Childhood and First Aid qualification including Anaphylaxis, Asthma Management and CPR update.
3. Victorian Driver's Licence, Current Police Check and WWCC.
4. Demonstrate understanding of Child Safe Standards and child safety practices
5. Ability to actively support the implementation and evaluation of an inclusive child-centred play-based program, which supports the children's strengths, development, learning and interests.
6. Ability to actively support the implementation of family centred practice in the educational program and at the service.
7. Ability to actively support the implementation of the approved frameworks (VEYLDF & EYLF) into practice and in the educational program.
8. Work as a Team and support the educators in the program at the early years service.
9. Ability to work independently and as part of a collaborative team.
10. Knowledge of child development and positive behaviour guidance of children
11. Effective communication skills with children, families, professionals, and the wider community.
12. Computer skills including Microsoft Word.

2. Demonstrated experience working with children with diverse abilities, skills, and development..



Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.		Frequently	
Hand/Arm Movement Tasks involve use of hand/arms		Frequently	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.		Frequently	
Standing Tasks involve standing in an upright position		sometime	
Reaching Tasks involve reaching above head, and above and equal to shoulder height		Sometime	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects		Frequently	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another		Sometime	
Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body		Rarely	
Keyboard Duties Tasks involve sitting at workstation and using computer	Writing and editing	Frequently	



Satisfactory Vision Standard of vision required equal to that required for driver's licence		Frequently	
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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.