



CHILDCARE CENTRE & KINDERGARTEN

Position Description

POSITION TITLE:	Early Childhood Educator- Certificate III
CLASSIFICATION:	Full-time Certificate III - Early Childhood Educator
TIME:	This Position is a permanent full-time position. A 9-day fortnight applies for this position. This position is part of Certificate III Early Childhood Educator Room/Role 2-year rotation cycle (next rotation will be in 2027)
NUMBER OF POSITIONS:	1
REPORTS TO:	Room Leader, Director and the Committee of Management
DATE OF PREPARATION:	July 2025
DATE OF COMMENCEMENT:	August 2025

ABOUT THE CENTRE:

Merri Community Childcare Centre & Kindergarten Inc. (Merri) is a parent-managed, community-based early childhood service offering long day care and kindergarten for up to 54 children, aged 6 months to 6 years. The service follows Department of Education (DET) guidelines and delivers registered and funded three-year-old and four-year-old kindergarten programs.

Located in Melbourne's inner northern suburbs, within the City of Darebin, Merri operates from a facility owned and maintained by the local council. The centre operates Monday to Friday from 7:30 am to 6:00 pm, for 50 weeks each year, closing on public holidays and designated educator professional development days.

STATEMENT OF COMMITMENT TO CHILD SAFETY

Merri provides a safe, inclusive, and welcoming environment that reflects the diversity of the broader community.

Every child has the right to feel and be safe. The welfare of children is the highest priority, with a zero-tolerance approach to abuse and harm. A child-safe and child-friendly environment is fostered—one in which children feel protected, supported, and valued.

A strong commitment is made to the cultural safety of all children, including Aboriginal children, children from culturally and linguistically diverse backgrounds, and children with a disability. High-quality care is provided within a nurturing, supportive, and educational setting.

Merri CCK Inc is a child safe and equal opportunity employer, adhering to the Child Safe Standards and the Reportable Conduct Scheme.

POSITION OBJECTIVE

- Assist with the development and provision of a quality, developmentally appropriate program for the children. This program is to be developed in consultation with the parents of children attending and the early childhood teacher or Room Leader in charge of the program and be responsive to the needs of the community.
- Work cooperatively as a member of a team to provide a developmentally appropriate program.
- Operate in a professional manner at all times and ensure that the service meets the requirements of the Education and Care Services National Law Act 2010 (National Law), Education and Care Services National Regulations 2011 (Regulations), relevant curriculum framework, Quality Improvement Plan and policies and procedures of the service.

ORGANISATIONAL RELATIONSHIPS

The Educator is responsible to the Early Childhood Teacher or Room Leader on a day-to-day basis for assisting in the implementation of the program and is accountable to the committee of management (employer).

RESPONSIBILITIES AND DUTIES

General responsibilities

- Adhere to the Philosophy of the Centre
- To promote the EYLF (Early years Learning Framework).
- Promote a positive working relationship with all Educators, parents, children, the Director and the public.
- Actively promote a standard of excellence in Early Childhood, care and education.
- Enhance each child's right to play and acknowledge the value of play in early childhood development.
- Implement programs that are flexible, based on individual choices, children's voices and interests, considerate of different learning styles and which allow for the repetition and practice of skills.
- Actively participate and contribute to the implementation of the National Quality Standards within the Children's Centre.
- Create and maintain a happy, welcoming, safe and healthy setting for all children, families and Educators.
- Ensure total confidentiality is always maintained.
- Ensure that as an Educator you are fit and proper to perform all the responsibilities and duties as outlined in this job description.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The employer is the Committee of Management.
- The Educator is accountable to the Room Leader, Director and the Committee of Management.

KEY RESPONSIBILITIES AND DUTIES

PLAN AND IMPLEMENT A QUALITY EDUCATIONAL PROGRAM

(NQS Quality Area 1: Educational program and practice)

- Assist in the planning, implementation, assessment and review of a high quality and diverse educational program based on appropriate curriculum frameworks and with reference to the NQS, considering the developmental needs, interests and abilities of all the children attending the service.
- Actively support every child to participate in the program and assist in ensuring that the program promotes children's agency, choices and influence.
- Assist in the documentation of children's learning in accordance with the service philosophy and the learning outcomes (EYLF, VEYLDF)
- Utilise a variety of teaching strategies including intentional teaching and reflective practice in daily work.

PROMOTE THE HEALTH AND SAFETY OF ALL EDUCATORS AND CHILDREN

(NQS Quality Area Children's health and safety; Quality Area 3: Physical environment)

- Ensure Educators and children utilise effective health and hygiene practices, including meeting all regulations relating to food safety and preparation, medical management plans, and risk management plans, policies and procedures.
- Ensure that all children have access to nutritious food and fresh drinking water.
- Assist in the promotion of health, wellbeing and physical exercise in the service.
- Ensure a safe and stimulating physical environment where all Educators and children are protected from hazards or harm.

BUILD POSITIVE RELATIONSHIPS WITH ALL STAKEHOLDERS

(NQS Quality Area 4: Educators arrangements; Quality Area 5: Relationships with children; Quality Area 6: Collaborative partnerships with families and communities)

- Work cooperatively, ethically and respectfully with other educators, and support each other's professional development.
- Develop and maintain respectful, supportive, collaborative and responsive relationships with children and their families.
- Assist with the supervision of workplace students and volunteers.
- Assist with an effective induction and orientation process for new families, children and Educators, including workplace students and volunteers.

CONTRIBUTE TO THE EFFECTIVE MANAGEMENT OF THE SERVICE
(NQS Quality Area 7: Leadership and service management)

- Ensure all practices are in accordance with the NQS and reflect the philosophy, policies and procedures of the service.
- Attend professional development opportunities as appropriate or as directed by the director/Director.
- Contribute to the continuous improvement of the service through reflective practice and as directed by the director/Director and educational leader.
- Assist in the completion of any collection of data, medical or other records required in a timely manner, and in accordance with the service's policies and procedures and the NQS.
- Be a fit and proper person at all times when caring and educating young children

Duties & Responsibilities

In relation to Children:

- To contribute to planning, by observing implementing and evaluating learning experiences for young children.
- To create and maintain an environment for young children that is aesthetically pleasing, safe and welcoming.
- To ensure quality care aimed at promoting positive development and meeting children's developmental needs is provided at all times.
- Ensure that children are welcomed and farewelled from the Centre when appropriate and that children are ready for departure at the parents expected arrival time.
- To comfort and settle children, as required at rest times, giving them, individual attention and comfort as required.
- Keep appropriate and confidential records of children's development.
- Ensure that the current program is displayed on the noticeboard for families.
- Use positive forms of behaviour management that enhance self-esteem and respect for the young child.
- Perform a range of physical tasks to support the health, safety and well-being of all young children using the centre.
- Work in accordance with the Education and Care Law and National Regulations, Frameworks, principles of NQS, NQF, Occupational Health & Safety Act 2004, EYLF & VEYLF
- Ensure supervision of children is active, adequate & efficient.
- Be familiar with medical, emergency and accident procedures.
- Discuss any concerns regarding a child's well-being and personal safety with the Director.

In relation to Colleagues:

- Work cooperatively with other Educators.
- Maintain a positive and flexible approach to change.
- Support the Director in the centre's operations.

- Participate and actively contribute to Educators meetings and Educators development sessions outside of normal hours as required.
- Effectively communicate with team members on matters concerning children & families.
- Comply with the Centre shift responsibilities.
- Undertake duties as delegated by the centre Director e.g. maintaining general and specific housekeeping duties.
- Always maintain confidentiality regarding matters within the Centre.
- Understand and assist with development of centre guidelines and procedures.
- Keep up to date with current issues that impact in the Children's Services Industry.
- Attend and actively contribute to the Educators training as planned in the Educators appraisal process; contribute to social and fundraising activities.
- Abide by the Australian Early Childhood Association Code of Ethics and the Centre policies and procedures.
- Adhere to Child Safe Standards and the Reportable Conduct Scheme

In relation to families and the community:

- To develop and maintain positive relationships with families.
- To share information with the family relating to their child and the daily activities of the centre.
- To create a safe, supportive and informative environment for families.
- To respect different cultures and child rearing practises and incorporate them into your programme whenever possible.
- To actively seek parent involvement to encourage families to participate in the centre decision-making and experiences.
- To attend and or organise parent meetings/interviews and information nights as required.

In relation to Centre and the workplace:

- Abide by the Australian Early Childhood Association Code of Ethics, centre policies and procedures at all times.
- Attend to daily laundry, cleaning duties and general set-up and pack up away of the centre equipment as required.
- Comply with OH&S principles and practices by reporting all workplace accidents and hazards as well as implement immediate action for identified hazards if able to do so.
- Ensure workplace harassment and discrimination does not occur.
- Comply with DET regulations and other regulatory /legislative requirements.
- Take an active part in special projects such as Children's Week, fundraising functions, parent-family/teachers' evenings, AGM's, working bees (must attend at least one working bee per year for 3 hours), NQS panel meetings.
- Solve day to day problems by using effective communication techniques
- Accommodate and take part in the internal rotation/transfers of all the un-qualified positions i.e. rotating every two years.
- Maintain neat, appropriate appearance that is professional and respectful.
- Maintain prompt hours by being punctual with aspects of your work.

- Notifying the Director or centre Educators in the event of illness or absence.
- Work with all Educators in a cooperative and professional manner
- To always have the right attitude and have the ability to work as part of a team and contribute positively.
- Attend in-service training where possible and work to increase skills related to Early childhood care & education.
- Ensure that discussion of any minor or major problems take place with the centre Director or your room Leader (i.e. health special needs, child or room management problems).
- Demonstrate the physical ability to carry out all tasks required for the care and education of young children in a group setting such as getting down to children's levels as well as lifting and carrying equipment, resources, or young children when needed.
- Educators must be able to kneel, squat, sit on the floor, and stand for extended periods, as well as move with ease across both indoor and outdoor learning environments within the centre or when on an excursion or regular outing.

Specialist Knowledge & Skills

The following knowledge and skills are required to be utilised:

- Knowledge of the Education and Care Service National Law Act 2010 and Education and Care Service National Regulations
- To be aware of and develop understanding of Departmental requirements and updates as released. (Regular checks of DET website.)
- Demonstrated knowledge and understanding of child development.
- Demonstrated ability to develop and implement developmentally appropriate educational programs for children reflecting critical elements from the current Early Years Learning Framework.
- Skills in working with children/families from a wide range of cultural backgrounds and diverse needs, and a demonstrated understanding and awareness of these.
- Develop interpersonal skills to enable the assistance and support of families in times of need/crisis.

Attitude & Interpersonal Skills

The following interpersonal skills are required to be demonstrated:

- A willingness to be flexible and adaptable
- A commitment to maintain harmonious and effective team based working relationships
- Verbal communication skills with the ability to gain cooperation and assistance from a range of people from diverse backgrounds and cultures, including the ability to communicate effectively with children, parents, and Educators.
- Written communication skills with the ability to prepare reports and routine correspondence.
- Ability to maintain accurate and timely developmental records on children.
- Ability to work effectively as a team member.
- The ability to assist in conflict resolution between Educators should the need arise.

- The ability to effectively discuss performance issues with Educators/students/volunteers should the need arise.
- A genuine desire and a commitment to working with children.

Qualifications and Experience

The following qualifications and experience are required for the position:

- Certificate III in Children's Services (mandatory)
- Current First Aid Certificate Level 2 (mandatory)
- Current Working with Children Card (mandatory)
- Current Police check not more than 6 months old (mandatory)
- Experience working with 0–6-year-olds in a long day care setting
- Experience in working with children from a wide range of cultural backgrounds and additional needs
- Anaphylaxis management and Epi-pen & Ana-pen administration training
- Asthma management training

Selection Criteria

Short listed selection will be based on the following Selection Criteria; however, reference will also be made to other listed skills, knowledge, and attributes as required and stated within this Position Description:

- Certificate III Children's Services (minimum)
- Knowledge and appreciation of social, emotional, cognitive, physical and cultural development of children.
- Demonstrate proficiency in English both written and oral
- A working knowledge of all licensing and legislation relating to the provision of Children's Services
- Demonstrated knowledge and ability to apply the Early Years Learning Framework
- Ability to work under supervision & demonstrated ability to work as part of a team and contribute positively
- Ability to use Initiative and demonstrate good interpersonal skills
- Competency in the use of Information & Technology

Salary and Conditions of Employment

- Salary and Conditions in accordance inline with,
 - Professional Community Standard 2025 – Level 3.1–3.3
 - Worker Retention Payment

Applications

- To the Committee of Management
Attention: Centre Director
C/o Merri CCC & Kindergarten Inc
313 St Georges Road Thornbury Vic 3071
Or
- Via e-mail to merri.community.cc@kindergarten.vic.gov.au

Applications Close

29 August 2025 (or sooner if the right candidate is found).

Applications that do not include both a a resume and a cover letter addressing the selection criteria will not be considered or progress.