



APPLICANT INSTRUCTIONS & INFORMATION

Thank you for your interest and recent application for the **Qualified Early Childhood Educator** advertised on www.seek.com.au

Your application will be processed and assessed in line with the specific requirements for this position. If your application indicates suitability for this role, we will be in contact with you after the closing date to make a time to discuss the opportunity further.

Merri Community Child Care Centre & Kindergarten Inc is a Child Safe organisation and an equal Opportunity Employer. Please find attached the Position Description and Selection Criteria for the position. Please follow the instructions carefully.

If you have any further queries about the position, please contact the Coordinator Helen Evdokimou on (03) 9416 9227

Notes to consider when applying for this position:

- Applications will need to be in the form of a covering letter stating the position applied for, addressing the **essential** and **desirable** criteria as outlined in the position description(s).
- Applications will need to also include a detailed resume outlining skills, qualifications and experience.
- Copies of 2 references and the names of 2 referees (one referee out of the 2 must be the current or most recent employer).
- A current Police check (not more than 6 months old)
- A current Working with Children Check
- Please include a contact phone number for business hours to arrange an interview.
- Include only copies of certificates and references as resumes will be retained and not returned.
- Merri CCC & Kindergarten Inc is a child safe organisation and an Equal Opportunity Employer.
- Merri CCC & Kindergarten Inc is a smoke-free Employer.
- A skill assessment may form part of the interview assessment.
- Applicants must have an approved Certificate in Children's Services Qualification. As per the Victorian Children's Services Regulations 2009 Regulation 60

Position Description

The Job description is a detailed document that clearly outlines the list of duties & responsibilities as well as the selection criteria (i.e. qualities to perform the job).

The Recruitment sub-committee panel will examine your application and in particular will look at how well your knowledge; skills and abilities meet each of the selection criteria as outlined in the Job Description.

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The Recruitment sub-committee panel will consist of the two Committee of Management representatives, a Staff representative & the centre Coordinator.

Your Application

As the selection process is based on your written and or electronic application, it is important that you provide the Recruitment sub-committee panel with the information that shows how you satisfy the selection criteria.

To be considered for the position, you must meet all essential criteria.

Short listing (or selection for the interviews) is based on how well your knowledge; skills and abilities meet the selection criteria. Your application needs to be written in way so that the section panel can fully appreciate your capabilities against each selection criterion. As an applicant it is your responsibility to demonstrate to the panel how you meet the selection criteria.

The following information is required as part of your application:

- **Statements that fully describe how you consider yourself suitable against each of the selection criterion.**
Do not simply state that you meet the selection criteria, but give examples or evidence, which demonstrates how you have met them.
- A resume or Curriculum Vitae containing contact information such as full name, telephone contact numbers.
- Your resume or Curriculum Vitae should include summary of work experience i.e. here you have worked, positions held, period of employment and brief detail of duties performed.
- The names, position titles, addresses and telephone numbers of at least 2 referees who could provide comments against the selection criteria. Please note that **one referee must be the current or most recent employer.**
- Any other relevant information.

In your application you should:

- Be clear & concise
- Give complete information. Your application is a tool to sell your self and is the first step in gaining an interview. Supply as much detail as is necessary to fully explain your capabilities.

Please do not:

- Do not provide us with irrelevant information.
- Include original documents, e.g. references or certificates etc

Please note that the selection process is competitive. Ensure that your application addresses the selection criteria and is well presented and clear.

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Where to send your Application

Please address your application to:

Committee of Management
Attention: President
C/o Merri CCC & Kindergarten Inc
313 St Georges Rd
Thornbury Vic 3071

Or

Via e-mail to merri.community.cc@kindergarten.vic.gov.au

Applications close

On the 5 December 2011

Late Applications

Applications received after the closing date will only be accepted in exceptional circumstances.

Late applications will only be considered up to the close of the short listing and in all cases the selection panel will assess each late application on its merits and the panel's decision will be final.

Applicants are responsible for ensuring they meet the closing date.

The Interview

All applicants must provide the selection panel a **contact phone number where by we can contact you during business hours to arrange an interview.** The selection panel will endeavour to meet any special requirement(s) you may have to be able to attend the interview.

All interviewees will be asked the same set of questions. The selection panel to Asses how well you match the selection criteria will have developed these questions. Mostly you will be asked two types of questions: behavioural & situational questions.

- A Behavioural question asks for examples of past behaviour in specific situations relevant to the job.
For example, "Tell me about a time when you....."
- A situational question asks for examples of how you would handle a particular situation or part of the job.
For example, "Describe a situation when you were able to"

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Reference Checks

Reference checks will be carried out for interviewee (s) with the strongest overall performances at interview. ***Please ensure that you include a direct daytime work number for your referee not just a mobile contact number.***

Notification of Appointment

The successful applicant will be contacted by a one of the selection panel members within five days following confirmation of the selection decision. A formal letter of Appointment (in writing) will be forwarded to the successful applicant. The letter of Appointment will need to be signed off by the successful applicant (new employee) and the President. A copy of the letter of Appointment will be kept on file at the centre and copy will be given to the new employee.

Notice to Unsuccessful Applicants

Please note that only shortlisted and interviewed unsuccessful applicants will be notified in writing within 14 working days of the selection decision. Feedback can be provided to unsuccessful applicants upon request. Please note that **we will not keep** your application on file for future consideration. All unsuccessful applications will be shredded and or deleted one month after the vacancy has been filled.

Conclusion

We hope you find this information useful in preparing for your application. If you require more information or clarification on any of this information, please feel free to contact the contact person as stated in the advertisement.

We appreciate the time you have taken to prepare your application and once again thank you for your interest.

Position Description

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|------------------------------|---|
| Position Title: | Qualified Early Childhood Educator – Explorers Room This position will be working with children Explorers Room 2011 and then Discoverers Room in 2012. |
| Classification: | Level 4 |
| Time: | Permanent full-time position with a 9-day fortnight. |
| Reports to: | Coordinator & Committee of Management |
| Date of Preparation: | November 2011 |
| Date of Commencement: | 13 January 2012 |



Background Information

- Merri Community Childcare Centre and Kindergarten Inc is a currently a 49 place parent managed community based Childcare Centre & Kindergarten.
 - In 2008/2009 the centre underwent an extensive refurbishment and extension.
 - The centre cares for and educates children from 2 months to 6 years of age.
 - The centre is located in the inner northern suburbs of Melbourne within the municipality of the City of Darebin. The building is owned and maintained by the City of Darebin.
 - The centre is open from 7.30 am- 6.00pm, Monday to Friday excluding public holidays.
 - All centre staff work a 9-day fortnight and have rotating shifts that consist of an early shift, middle shift and a late shift.
- Merri Community Child Care Kindergarten Inc is:
 - An accredited Child Care Centre with the National Child Care Accreditation Council
 - An Accredited Start Right Eat Right Centre
 - An accredited Asthma Friendly centre
 - An accredited Sun Smart Centre
 - Operates a registered & funded Preschool Program

The Qualified Early Childhood Educator for this position will work in the Inventors Room for 2012 & 2013. The Inventors room is registered for 11 childcare places. The staff ratio for this room is 1:5.5

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Primary Objectives:

- (a) To maintain the philosophy of the centre, ensuring that quality care, aimed at meeting the needs of the children is provided at all times
- (b) Work as a part of the professional Early Educator Team
- (c) Promote a positive working relationship with colleagues, parents, children, the coordinator and the public
- (d) To establish a standard of excellence in Childcare & Early childhood Care & Education.
- (e) Enhance each child's right to play and acknowledge the value of play in early childhood development
- (f) Implement programs that are flexible, based on individual choices and interests, considerate of different learning styles and which allow for the repetition and practice of skills
- (g) To actively participate and contribute to the implementation of the Early Years Learning Framework (EYLF) & the National Quality System (NQS) within the Children's Centre.
- (h) Create and maintain happy, welcoming, safe & healthy settings.
- (i) To ensure total confidentiality is maintained at all times.
- (j) To be aware at all times of the routine of the Centre and be able to respond to situations as required.

Duties & Responsibilities

In relation to Children:

- (a) To be the main contributor to planning, by observing implementing and evaluating learning experiences for young children.
- (b) To create and maintain an environment for young children that is aesthetically pleasing, safe and welcoming.
- (c) To ensure quality care aimed at promoting positive development and meeting children's developmental needs is provided at all times.
- (d) 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.
- (e) To comfort and settle children, as required at rest times, giving them individual attention and comfort as required.
- (f) Keep appropriate and confidential records of children's development. Relevant records are to be made available for discussion with families.
- (g) Ensure that the current program is displayed on the noticeboard for families.
- (h) Use positive forms of behaviour management that enhance self-esteem and respect for the young child.
- (i) Respect the uniqueness of individual children and their families
- (j) Perform a range of physical tasks to support the health, safety and well being of all young children using the centre.
- (k) Work in accordance with the
 - a. Victorian Children's Services Regulations 2009 & Children's Services Act 1996

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- b. Education and Care Services National Law Act 2010 & Education and Care Services National Regulations 2011
 - c. National Quality Standards
 - d. Occupational Health Safety Act 2004
 - e. Victorian Early Years Learning and Development Framework
 - f. Early Years Learning Framework
- (l) Ensure supervision of children is active, adequate & efficient.
 - (m) Be familiar with medical, emergency and accident procedures.
 - (n) Discuss any concerns regarding a child's well being and personal safety with the Coordinator.

In relation to Colleagues:

- (a) Work cooperatively with other staff and provide clear guidance to the two Certificate III Early Childhood Educators under your supervision.
- (b) Maintain a positive and flexible approach to change.
- (c) Work as part of a team.
- (d) Support the coordinator in the centre's operations
- (e) Participate and actively contribute to staff meetings and staff development sessions outside of normal hours as required.
- (f) Effectively communicate with team members on matters concerning children & families.
- (g) Comply with the Centre shift responsibilities.
- (h) Undertake duties as delegated by the centre coordinator e.g. maintaining general and specific housekeeping duties such as noticeboard.
- (i) Liaise with other internal and or /external colleagues as required.
- (j) Maintain confidentiality at all times regarding matters within the Centre
- (k) Understand and assist with development of centre guidelines and procedures.
- (l) Keep up to date with current issues that impact in the Children's Services Industry.
- (m) Attend and actively contribute to the staff training as planned in the staff appraisal process; contribute to social and fundraising activities.
- (n) Abide by the Australian Early Childhood Association Code of Ethics and the Centre policies and procedures.
- (o) Supervise and provide guidance to students and volunteers as required.

In relation to families and the community:

- (a) To develop and maintain positive relationships with families.
- (b) To share information with the family relating to their child and the daily activities of the centre.
- (c) To create a safe, supportive and informative environment for families.
- (d) To respect different cultures and child rearing practises and incorporate them into your programme whenever possible.
- (e) To actively seek parent involvement to encourage families to participate in the centre decision-making and experiences.

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- (f) To attend and or organise parent meetings/interviews and information nights as required.

In relation to Centre and the workplace:

- (a) Attend to daily laundry, cleaning duties and general setup and pack up away of the centre equipment as required.
- (b) 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.
- (c) Ensure workplace harassment and discrimination does not occur.
- (d) Comply with DEECD regulations and other regulatory /legislative requirements.
- (e) To participate in special projects such as Children's Week, fundraising functions, parent/teachers evenings, AGM's, working bees, sub-committees etc.
- (f) Solve day to day problems by using effective communication techniques
- (g) Accommodate and take part in the internal rotation/transfers of all the qualified positions i.e. rotating every two years.
- (h) Maintain neat, appropriate appearance.
- (i) Maintain prompt hours and notify coordinator or centre staff in the event of illness or absence.
- (j) Work with all staff in a cooperative manner.
- (k) Attend in-service training where possible and work to increase skills related to Early childhood care & education.
- (l) Ensure that discussion of any minor or major problems take place with the centre coordinator (i.e., health special needs, child or room management problems).
- (m) Abide by the centre's policies and procedures at all times.

Specialist Knowledge & Skills

The following knowledge and skills are required to be utilised:

- Knowledge of Children's Services Regulations 2009 and understanding of Children's Services Act.
- To be aware of and develop understanding of Departmental requirements and updates as released. (Regular checks of DEECD 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. Developed interpersonal skills to enable the assistance and support of families in times of need/crisis.

Interpersonal Skills

The following interpersonal skills are required to be demonstrated:

- A willingness to be flexible
- A commitment to maintain harmonious and effective team based working relationships

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- 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 staff.
- Written communication skills with the ability to prepare reports and routine correspondence.
- Ability to maintain accurate developmental records on children.
- Ability to work effectively as a team member.
- The ability to assist in conflict resolution between staff should the need arise.
- The ability to effectively discuss performance issues with staff/students/volunteers should the need arise.
- A genuine desire and a commitment to working with children and establishing and maintaining partnerships with families.

Qualifications and Experience

The following qualifications and experience are required for the position:

- Minimum 2 year Qualification in accordance with the Children's Services Regulations 2009- Regulation 60
- Current First Aid Certificate Level 2, Anaphylaxis management and Epi-pen & Ana-pen administration training & Asthma management training.
- Current Working With Children Check
- Current Police check not more than 6 months old
- 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.

Selection Criteria

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

Essential Criteria:

- (a) Minimum 2 year Qualification in accordance with the Children's Services Regulations 2009- Regulation 60
- (b) Experience working with 0-6 year olds in along day care setting.
- (c) A working knowledge of all licensing and legislation relating to the provision of Children's Services.
- (d) Knowledge and appreciation of social, emotional, cognitive, physical and cultural development of children.
- (e) Demonstrated ability to plan, evaluate & implement developmentally appropriate programs.

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- (f) Ability to work with minimal supervision & demonstrated ability to work as part of a team.
- (g) An understanding of the Quality Improvement & Accreditation System, the Early Years Learning Framework and the Victorian Early Years Learning and Development Framework
- (h) Initiative and good interpersonal skills.
- (i) Demonstrated ability to communicate effectively both verbally and in writing with staff and the public.
- (j) A working knowledge of and commitment to the Australian Early Childhood code of Ethics.
- (k) Demonstrated flexibility with a willingness to adapt to a range of experiences and situations including innovativeness and keenness to embrace new challenges.

Desirable Criteria

- Competency in the use of Information & Technology

Salary and Conditions of Employment

- Salary and Conditions will be in accordance to the ***Professional Childcare Standard 2010: An Agreement for Staff in Victorian Early Childhood***, Multiple Business Collective Agreement with the LHMU - the Childcare union & VCSA (Victorian Children's Services Association Children's Centre)
- Year level will depend on years of experience.

Applications to:

In writing: **By 5 December 2012**
Committee of Management
Attention: President
C/o Merri CCC & Kindergarten Inc
313 St Georges Rd
Thornbury Vic 3071

Or

Via e-mail to merri.community.cc@kindergarten.vic.gov.au