



## Koori First Steps Preschool Educator -Diploma Qualified Position Description

<b>Position</b>	<b>Koori First Steps Preschool Educator -Diploma Qualified</b>
<b>Department</b>	Koori First Steps
<b>Reports to</b>	Director -Koori First Steps
<b>Location</b>	44 Trudewind Road, Wodonga, VIC 3690
<b>Hours of Work</b>	30 hours/week (Mon–Fri – 8:30am to 3:00pm) *Includes 30 minute unpaid lunch break  Additional paid time for staff meetings and professional development <i>(subject to funding and operational needs)</i>  Preschool operates during Victorian school terms and is closed during school holidays and public holidays.
<b>Term of Employment</b>	Permanent Part-time -Ongoing
<b>Salary Range/Award - Classification</b>	Children’s Services Award 2020 Classification Level 3.4 to 4.1 dependent on experience

### About the Corporation

Mungabareena Aboriginal Corporation is a Community Controlled Organisation that provides a range of services for Aboriginal and/or Torres Strait Islander people living within the Ovens Murray region.

### Our Purpose

Mungabareena Aboriginal Corporation was established in 1994 by local Aboriginal Community members with the aim to have a healthy and proud community through motivation, education, cultural acknowledgement and a sense of belonging.

### Our Values

**Culturally Proud** We are culturally proud and promote traditional Aboriginal and Torres Strait Islander Culture in everything we do.

**Empowerment** We empower our Team, Mob and Community through cultural education and self-determination principals.

**Collaboration** We engage the Aboriginal Community with a wide range of stakeholders to work with us to achieve our vision.

**Respect** We respect our Aboriginal and Torres Strait Islander Ancestors, Elders, Community, and those that interact with us.

**Integrity** Every decision is made honestly, through transparent and ethical practices and is in the best interest of the Community that we represent.

**Compassion** Our actions are always delivered with understanding, compassion, and genuine objectivity.



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### ***Statement of Commitment to Child Safety and Wellbeing***

We are committed to providing a safe, nurturing, and inclusive environment that prioritises the safety and wellbeing of all children at our organisation. We have zero tolerance of child abuse and understand our legal and moral obligations to treat all concerns seriously and to report allegations and concerns about a child/ren's safety and wellbeing to authorities.

We are committed to the cultural safety of all children, including Aboriginal and Torres Strait Islander children and children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability and the safety of children who identify with the LGBTQIA+ community.

We are committed to creating an inclusive and welcoming learning environment that recognises and values the diverse backgrounds and experiences of all children, families, and the local community.

### **Position Overview**

The Preschool Educator (Diploma qualified) will work as part of a passionate and capable team committed to enriching the future of young children. In collaboration with others, you will plan and implement high-quality educational innovative and inclusive programs, whilst also establishing relationships with families to ensure best outcomes for young children. You will help create a positive learning environment which facilitates meaningful interactions and supports children's social, emotional and cognitive development. You will build positive, respectful and collaborative relationships with families, children and colleagues, ensuring an inclusive environment where each child's learning and development are met, and the services policies and regulatory standards are maintained.

### **Key Responsibilities**

As an educator with Koori First Steps, you will:

- Support the cultural identity, safety, and wellbeing of Aboriginal and Torres Strait Islander children, families and community.
- Embed Aboriginal and Torres Strait Islander perspectives throughout the curriculum.
- Provide high quality education and care in line with the Victorian Early Years Learning and Development Framework (VEYLDF), National Quality Standards (NQS), and relevant legislation.
- Uphold the Victorian Child Safe Standards and contribute to a child-safe organisation.
- Contribute to the planning, implementation and evaluation of a play-based, holistic curriculum that reflects the needs, interests, culture and strengths of children.
- Work collaboratively with families and community members to foster strong cultural connections and inclusive practices.
- Provide nurturing care and maintain high levels of supervision.
- Demonstrate sound knowledge of early childhood development.
- Work independently and manage time efficiently.
- Maintain confidentiality and professional integrity.
- Ensure compliance with the Education and Care Services National Law, National Regulations, and organisational policies.

Cultural Safety and Community Engagement:

- Create an environment where Aboriginal and Torres Strait Islander children feel safe, respected and valued.
- Engage in families and community Elders in program planning and cultural learning.
- Promote reconciliation, inclusion, and respect for diversity in daily practices.



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### Provision of Quality Care and Education:

- Ensure a high standard of care and education is provided to all Aboriginal and Torres Strait Islander children, in accordance with the Education and Care Services.
- Provide a model of excellence and innovation in early childhood service provision through primary contact with children and families.
- Actively participate and maintain a commitment to National Quality Framework and make recommendations to ensure continual improvement and quality principles are being practiced and recorded in the Quality Improvement Plan (QIP).
- Promote and practice the Australian Early Childhood Association Code of Ethics.
- Develop, plan, implement and evaluate programs based upon written records, and the observations of groups and individual children's strengths and interests with an awareness of safety.
- Provide a safe, stimulating, nurturing and culturally safe environment for Aboriginal and Torres Strait Islander children and their families.
- Support school readiness, transition and lifelong learning skills.
- Plan, implement, and evaluate learning experiences that promote Aboriginal and Torres Strait Islander children's physical, emotional, social and cognitive development.

### Teamwork and Professionalism:

- Work Collaboratively as part of a team of educators and support staff.
- Engage in reflective practice and continuous professional learning.
- Mentor and support educators studying towards their qualification.
- Uphold confidentiality, professionalism, and respect in all interactions.
- Attend and contribute to staff meetings.

### Administrative Responsibilities:

- Keep appropriate and confidential records of children's development.
- Assist staff to ensure building, equipment and records are maintained in a safe and orderly manner in accordance with MAC's policies and procedures, guidelines and requirements and the Education and Care services National Regulations 2011, Education Care Services National Law Act 2010.
- Assist and support with administration task covering day to day functioning of the service.

### Documentation & communication with families:

- Communicate with others in a respectful and friendly manner, modelling appropriate interactions between staff, children and families.
- Respect the rights of others to confidentiality and privacy, remaining aware of responsibilities under relevant privacy legislation.
- Make use of written and electronic records to support meaningful communication with children and their families, providing information to parents about the educational program, the service philosophy and operations.

### Reporting and Communication with MAC:

- Regular use and monitoring of electronic communications in accordance with MAC's policy and procedures.
- Participate in meetings with other early childhood educators in professional development sessions as directed by the Director.
- Ensure MAC occupational health and safety (OH&S) policy and emergency planning and response



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procedures are followed at all times and ensure compliance with safe manual handling practices, processes for hazard identification and incident reporting.

- Contribute to service development & continuous improvement.
- Contribute to the Quality Improvement Plan and participate in Quality Assessment and Rating process.
- Consider and comply with policy changes and strategic plans directly impacting on delivery of the service.
- Contribute to positive risk management by complying with MAC risk management policy, assisting with implementation of relevant risk management strategies, reporting risks management concerns and making suggestions for improvement to your supervisor.

*Physical Requirements of the Position*, as a Koori First Steps Educator you will:

- Lift up to 20 kg and perform physical tasks such as bending, kneeling, squatting, and stretching.
- Engage with children at their level (e.g., sitting on the floor).
- Support children with additional needs, including lifting and assisting with mobility.
- Perform nappy changes and toilet assistance.
- Carry children when appropriate or in emergencies.
- Administer First Aid as required.

### **Workplace Health, Safety**

MAC requires all employees to comply with MAC WHS and Risk policy and procedures and the Victorian Occupational Health & Safety Act 2004, rules, regulations and relevant Codes of Practice. Employees must take reasonable care of others and their own health and safety. Employees must understand their responsibilities and comply with legislative requirements, MAC policies, emergency management and incident reporting procedures.

### **Quality**

All Employees are required to participate in Continuous Quality Improvement (CQI) at MAC and are required to understand and perform their responsibilities in relation to the quality framework in their daily work, ensuring compliance with statutory and quality related requirements.

- Personal performance that meets or exceeds corporate and customer expectations
- Display a positive image whilst meeting customer service standards.
- Proactive self-management of any actual or perceived actions or influences that can or may have negative effects on the organisation.
- Adhere to relevant policies and procedures for all work activities.
- Documentation and reporting undertaken in a professional, accurate and timely manner ensuring compliance with relevant guidelines and requirements
- Comply with MAC delegation of authority levels.
- Compliance with the MAC policies and procedures.
- Behaviours and actions that instill our values of '*Culture, Respect, Integrity, Community, Collaboration & Teamwork*'
- Maintain physical capability to undertake duties appropriate to the role
- Act with Integrity; present in an ethical and professional manner and adhere to MAC Values at all times.
- Maintain confidentiality on all issues relating to the organisation, the clients & fellow colleagues.



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### Training

- Attend any training required to meet your employment requirements including a one-day in-service orientation and induction.

### Key Selection Criteria

- Demonstrated ability to deliver high-quality education to Aboriginal and Torres Strait Islander children.
- Strong understanding of VEYLDF and its practical application.
- Experience working with children in 0-5 year age group
- Demonstrated ability to work cooperatively in a team
- Demonstrated high level of ethical and professional behaviour, including collaboration and confidentiality
- Commitment to child safety and creating a culturally safe learning environment.
- Excellent verbal and written communication skills
- Experience supporting children with diverse developmental and learning needs.

### Essential:

- ACEQUA-approved qualification in Early Childhood Education and Care.
- Valid Employee Victorian Working with Children Check.
- Current First Aid and CPR certification (including Asthma and Anaphylaxis management).
- Completion of *Protecting Children – Mandatory Reporting and Other Obligations for the Early Childhood Sector* training (within the last 12 months).
- Completion of 'DoFoodSafely' online training (within the last 12 months).

### Desirable:

- Minimum 2 years' experience in a kindergarten/preschool setting using a strength-based, child-centered approach.
- Have significant experience working with Aboriginal and/or Torres Strait Islander children and their families.
- Current Driver's Licence and National Police Check.
- Ability to work proactively in a dynamic environment.
- Experience supporting children with additional needs, developmental delays, neurodiversity, and speech/language challenges.



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### Acknowledgement

I \_\_\_\_\_(Employee Name) have read and understood the above  
Position Description and agree to carry out the duties listed in my position description

#### **SIGNED by the EMPLOYEE**

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Signature:

.....  
Name:

...../...../.....  
Date:

#### **SIGNED by the MANAGER**

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Signature:

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Name:

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Date: