

Position Description

This position description is available in large print and other accessible formats upon request.

Position Title	Early Childhood Educator – Diploma
Directorate / Service / Program	Meli Kindergartens
Reports to	Early Childhood Teacher
Location	Various locations
Classification	Victorian Early Childhood Teachers and Educators Agreement (VECTEA) level 2.1 to 2.3 depending on experience.
Date Revised	May 2025

About Us

We are Meli, inspired by the word Meliorism. The belief that the world can be made better through human effort.

Meli is a Victorian not-for-profit organisation, offering a unique combination of services to support members of our community throughout their lifetime, from early childhood through to adolescence and adulthood.

Everyone faces challenges occasionally, and Meli is here to lend compassionate help, and to take a preventative and early response approach – no matter how big or small a problem.

Our Purpose: Supporting people, strengthening communities.

Our Vision: A fair, safe and inclusive community where everyone can thrive.

Our Values: Build Connection, Show Courage, Inspire Action, Celebrate Difference, Be Dynamic.

To learn more about Meli please visit our website www.meli.org.au

Position Overview

The Early Childhood Educator (Diploma) contributes to the development, implementation and documentation of safe and developmentally appropriate education programs for each child. The position works collaboratively as part of a team to ensure kindergarten operations comply with relevant legislation, regulations, policy and procedure including ensuring appropriate supervision of children and the creation of a safe, inclusive and healthy kindergarten environment.

Key Accountabilities

Duties of this position may include, but are not limited to the following:

- Contribute to the planning, implementation, documentation and delivery of high quality, inclusive early childhood education programs that are compliant with the Education and Care Services (ECEC) National Act and Regulations, the Victorian Early Years Learning Framework and the ECEC National Quality Standards.
- Develop and maintain respectful relationships with children, families, colleagues and partner agencies.
- Identify, respond and report concerns regarding child safety and wellbeing.
- Act as the Responsible Person as required in accordance with the requirements of the ECEC Services National Regulations 2011 in the absence of the Nominated Supervisor or when requested by the Approved Provider.
- Assist the ECEC Teacher with the day-to-day supervision of relevant staff performing duties in the program and provide induction and support for new employees, students and parent helpers as required.
- Actively participate in kindergarten activities including staff meetings, quality assurance and improvement processes, working groups and project groups as required.
- As required, undertake daily, weekly, monthly and annual audits associated with the delivery of an early childhood education program to ensure buildings and grounds comply with OH&S & DE requirements. This includes undertaking evacuation, emergency management and lockdown drills.
- Participate, promote and demonstrate effective and positive communication across the Meli and with external agencies.
- Adhere to Meli policies and procedures.
- Ensure records are maintained to meet business, regulatory and legal requirements.
- As part of the team, undertake preparation activities, ensure general cleanliness and set up and pack up of equipment and activities
- As directed, undertake administrative tasks and reporting associated with the delivery of a kindergarten program.
- Perform other duties as requested, reasonably within the capabilities of the position.

Organisational Accountabilities:

- Other reasonable duties as directed
- Apply Meli's quality and risk management frameworks.
- Understand and comply with the standards of a child safe organisation in both practice and culture.
- Active involvement in professional development to build knowledge and skills.
- Make decisions following the values, and the relevant standards, practices, policies, procedures, regulations, industrial instruments and legislation.

Qualifications, Skills, and Experience

- Diploma in Early Childhood Education (or equivalent as approved by ACECQA and suitable pursuant to the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011.)
- Knowledge of the National Education and Care Services Act and Regulations 2011 and the Victorian Early Years Learning Framework and ECEC National Quality Framework and Standards.

- Ability to plan, prioritise tasks and meet required timeframes.
- Ability to work independently and co-operatively in a team environment.
- Experience working within an early childhood setting.

Other requirements of the role

All employees must undergo and maintain a range of satisfactory checks as a condition of employment. These include:

- Working with Children Check
- National Coordinated Criminal History Check (NCCHC)
- International Police Check (if required)
- Have the right to work in Australia

Key Stakeholders

- Meli employees
- Children and Families
- Department of Education (DE)
- Gateways Additional Assistants & Allied Health Professionals

Physical requirements & Environmental Conditions of the role

Meli is committed to creating inclusive spaces that are accessible for everyone by reducing and/or removing barriers through reasonable adjustments.

The following table shows the physical and psychological work environment characteristics that have been identified as part of this role. Where possible, Meli will make reasonable adjustments to support individuals to succeed in their roles.

Required Activities / Working Environment	Frequency
Computer based tasks, sedentary position, office based	Sometimes
Repetitive manual tasks	Often
Working in buildings which may have stairs (Reasonable adjustments can be made)	Rarely
Driving, in & out of vehicles (If driving is required, must hold current Victorian Driver Licence)	Rarely
Bending, lifting, pushing, pulling	Often
Working alone or at a co-located site	Sometimes
Confrontational/confronting situations (Due to the nature of our work, there may be times when staff are exposed to content, behaviour, language and/or situations that can be confronting)	Sometimes

Working outside in differing weather conditions	Often
Working on-call and/or after hours	N/A
Attending external locations including client homes	N/A

INCLUSION STATEMENT

Meli is committed to being a place where everyone has a sense of belonging.

We embrace the unique perspectives and experience of our people and our community, and their voice is at the heart of our values and decision making.

We aim to be courageous as we learn, grow, and evolve as an accessible, inclusive and safe organisation for people of all identities.

We are working to create a team of people who reflect the diverse community we support. Aboriginal and Torres Strait Islander, LGBTQIA+, culturally diverse people, those living with a disability, and those looking to return to the workforce following a break in their career, are encouraged to apply for our roles.

Child Safety Statement

Meli is committed to child safety in every aspect of the organisation. We take deliberate steps to protect children from physical, sexual, emotional, and psychological abuse and neglect. Our organisation fosters openness to create a culture in which everyone – staff, parents, carers, and children – feel confident, enabled, and supported to safely disclose child safety or wellbeing concerns.

We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities. We are committed to the cultural safety of all children and young people. This includes providing a safe environment for children and young people with a disability, who are Aboriginal and Torres Strait Islander, from culturally and/or linguistically diverse backgrounds or who identify as LGBTI+.

Meli's policies and practices promote the safety and wellbeing of children and establish an effective, consistent approach to prevent, respond to and encourage the reporting of allegations of child abuse and harm.

All children, their families and carers should feel welcome at Meli, including feeling able to express their identity and raise concerns about their own or others' safety.

Employee Declaration

I have read and understood this Position Description and in signing this document agree that I can fulfill all the requirements of the position described in this document. Additionally, I agree to notify management immediately of any change in my capacity to meet any of the requirements outlined in this Position Description.

Name:	Signature:	Date:

Note: The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.