

POSITION DESCRIPTION

Early Childhood Teacher
(POS1272 POS1275 POS1280 POS1285 POS1290
POS1295 POS1300)

Directorate:	Community and Culture	Department:	Children's Services
Position Grade:	10	Reports to:	Nominated Supervisor or Centre Director
Last review:	June 2021	Next review:	June 2022
		Version No.:	4.0

Position purpose:

To provide expertise in the design, implementation and evaluation of high quality educational programmes for children in care and collaborate with centre teams to ensure the effective daily operation of a child care service.

Key accountabilities/responsibilities:

Responsible for:

- 1) Complying with the Children (Education and Care Services) Act 2010, the Education and Care Services National Regulations 2011, the Children and Young Persons (Care and Protection) Act 1998, and child protection legislation, WHS legislation and requirements, Council policies and procedures and all Children's Services policies and procedures.
- 2) Leading the development, implementation and evaluation of programmes based upon the Early Years Learning Framework (EYLF), reflecting current approaches and theories of early childhood education, and advocating for the provision of quality early childhood programmes for young children.
- 3) Creating a safe, supporting, stimulating and educational environment for children and the inclusion of programmes for children with additional needs, and ensuring programme reflects the five outcomes of the EYLF for each child, incorporates diversity and is inclusive of all children and is meaningful for children.
- 4) Developing and implementing practices that build positive relationships/partnerships and inclusion of families and the wider community, including a professional resource person for families.
- 5) Preparing reports and documentation and demonstrating a high level of skill in communicating and leading teams, and coaching and supporting team members and supervising students to develop and deliver educational programmes.
- 6) Carrying out other relevant and similar duties as identified by the supervisor, including being identified as a responsible person for the day to day operations of the centre when the Nominated Supervisor is not on site (providing a Children's Services Supervisor Certificate is held).
- 7) Follow Council's policies and procedures when carrying out work to ensure risks are managed. Report all incidents, risks and issues to Management on a timely manner.
- 8) Other duties as directed by the manager, that is within the scope of your skills, competence and training

Decisions made in the position:

- 1) This position has no formal delegation of authority.

Decisions referred:

- 1) All decisions referred to Nominated Supervisor or Centre Director.

Key issues/challenges:

- 1) Understanding the importance of the early years of development and the need for quality early childhood programs in the public arena.
- 2) Application of current and impending regulations and their implications on the provision of a high quality early childhood program.

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3) Lack of funding for community based early childhood services.

Key working relationships:

- Children's Services Manager
- Nominated Supervisor or Centre Director
- Centre Staff and administration staff
- Families, carers and children of the centre

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POSITION SPECIFICATION

ESSENTIAL CRITERIA

Qualifications/Licences

- Degree in Early Childhood Teaching
- Current First Aid Certificate
 - ❖ This position is subject to a working with children check – please provide your current working with children check verification number
 - ❖ This position requires accreditation recognised by the Board of Studies Teaching and Educational Standards NSW (BOSTES)

Experience

- Experience and demonstrated knowledge in supporting, leading and motivating an early childhood team
- Demonstrated ability and experience in reflecting on, monitoring and evaluating own teaching practices
- Demonstrated effective written and verbal communication and interpersonal skills

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Extensive knowledge of the Children (Education and Care Services) Act 2010, the Education and Care Services National Regulations 2011, the Children and Young Persons (Care and Protection) Act 1998, and child protection legislation
- Detailed knowledge of child development, and of the current theories of / approaches to early childhood education and care to implement a high quality curriculum

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Current Class C Drivers Licence
- Problem solving skills and change management approaches
- Interest and ability to undertake leadership roles such as second in charge and higher duties opportunities
- Children's Services Supervisor Certificate

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous