

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:	May 2015	Next review:	May 2017
		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).

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

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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

This section needs to be addressed in any application for this position.

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

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

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CORPORATE VALUES

This section does NOT need to be addressed in any application for this position.

You will be able to demonstrate the ability to use Liverpool City Council's Corporate Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Liverpool City Council will be underpinned by a commitment and belief in our Corporate Values.

Specific requirements are:

1. Value Staff

At Liverpool City Council we value staff by working to enable the recognition of staff performance, encouraging and supporting career development and providing continuous learning. We also recruit competent staff willing to adhere to our values while pro-actively retaining good staff.

2. Work Together

At Liverpool City Council we work together by contributing towards the team goals of the unit as identified in the work plans and assisting other team members through co-operative work ethics. We also actively help other units and staff across the organisation.

3. Respect People

At Liverpool City Council we respect people by encouraging an honest, courteous, ethical, fair and equitable workplace. Understanding cultural diversity issues and valuing the views of other people is also an important component.

4. Communicate Effectively

At Liverpool City Council we communicate effectively by providing open, accessible and honest communication with all stakeholders. We also ensure all stakeholders have necessary information at their disposal.

5. Show Leadership at all Levels

At Liverpool City Council we show leadership at all levels by being pro-active in our approach in providing excellent levels of internal and external customer service, leading by example and showing initiative and innovation.