

# Position description

## Early Childhood Teacher

### Summary information

Section	Kids' Early Learning	Directorate	City Living
Position grade	Grade 10	Position type	Permanent, full-time, and casual
Skill descriptor	Band 3 Level 1		
Reports to	Director Child Care	Direct reports	Nil
Approval limit	\$0	Release limit	\$0
Created/reviewed	February 2022	BCC numbers	BCC830, 838, 858, 871, 876, 901, 903, 919, 920, 925, 934, 943, 954, 961, 970, 977, 986, 995, 1007, 1012, 1028, 1044, 1048, 1049, 1053, 1058 and 1063

### Our Values

#### TEAMWORK



#### CUSTOMER FOCUSED



#### INNOVATION



#### COMMITMENT TO SAFETY



Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

#### Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and positive feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their teams success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

## 1 Position purpose

- This role is responsible for developing and implementing a programme of care and education in the centre, in consultation with the Director and other workers
- Act in accordance with the *Education and Care Services National Law 2010* and *Education and Care Service (ECS) National Regulations 2018*
- Act in accordance with the *NSW Work Health Safety Act 2011*, *Work Health Safety Regulation 2017* and the Work Health and Safety (WHS) System.

## 2 Qualifications and experience

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### Essential

- Recognised three- or four-year University Degree in Early Childhood Education that meets requirements under the *ECS National Regulations 2018*
- Completion of Child Protection Course - Identify and respond to children and young people at risk of harm
- Current certificate HLTAID011 Provide First Aid
- Current certificate HLTAID009 Provide cardiopulmonary resuscitation (CPR)
- Current certificate HLTAID012 Provide First Aid in an education and care setting or Anaphylaxis and Asthma Management Training certificate that meets requirements of the Education and Care Services National Law 2010 and Education and Care Services National Regulation 2018
- Working with Children Check clearance valid for paid work.
- Current NESA accreditation.

### Desirable

- Previous teaching experience, particularly in a long day care setting, would be an advantage
- Current class C driver's licence
- Knowledge of applicable legislation/regulations
- Computer literate
- Demonstrated commitment to customer service.

## 3 Authority

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The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

## 4 Key accountabilities

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### Position specific

- Develop and implement a balanced programme of care and education so that the physical social, emotional, cognitive and cultural needs of the children are met
- Ensure that the Director and other workers are informed of the developmental needs of the children and how the programme will meet these so that the programme is supported and carried out
- Establish and maintain accurate and up-to-date developmental/educational records so that each child's progress can be monitored
- Maintain a high standard of hygiene and safety so that the children's welfare is protected
- Maintain the well-being of the children in care by monitoring their health so that illness and injury are well managed
- Maintain effective communication with the Director, educators, workers, parents, children and other agencies/networks according to procedures and policies

- Ensure behaviour guidance techniques as set by the Director are followed to ensure a consistent approach is maintained throughout the centre
- Compliance with ECS National Regulations 2018. Adhere to Council's Code of Conduct and Early Childhood Australia (ECA) Code of Ethics
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
  - familiarise yourself with our Volunteers policy and standards
  - implement the policy and follow this Managing volunteers standard in a consistent and fair manner
  - undertake training needed to effectively coordinate volunteers
  - allocate sufficient time to volunteer coordination.

### Work health and safety (WHS)

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarise yourself with your work health and safety responsibilities and actively fulfill these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the Child Protection (Working With Children) Regulation 2013 and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your manager immediately.
- WHS001 - Matrix is attached.

### Corporate

- To commit to and embrace the objectives of our community strategic plan, Our Blacktown 2041, by contributing to the delivery of our corporate objectives and strategic vision.

### Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

### Environmental sustainability

- Act in line with the *NSW Protection of the Environment Operations Act 1997*, the *NSW Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

## 5 Duties

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- Develop and submit to Director appropriate developmental programme for children with reference to the skills development of each child.
- Advise and assist with developmental programme for children.

- Implement programme in consultation with the Director.
- Supervise educators and workers, students and other persons assigned to your area by issuing clear verbal and/or written instructions and providing sufficient information for effective implementation.
- Ensure that regular disinfecting and inspection of all equipment, toys, furniture etc., is carried out.
- Submit reports of maintenance and equipment needs as required to the Director.
- Maintain comprehensive records of:
  - reflection and evaluation
  - accident and illness to children in the centre
  - developmental achievements of children
  - daily sleep and meal patterns of children
  - medication administered to children
  - nappy change charts.
- Ensure that laundering of clothes and linen etc. is completed as required.
- Ensure that play and storage areas are maintained in a tidy, safe and hygienic state.
- Ensure parents are kept informed of their child's progress, achievements, behaviour and needs.
- Be prepared to act as the Responsible Person at the centre if required to maintain ratios and legislative compliance.
- Maintain confidentiality regarding all information relating to workers, children and parents of the centre.
- Attend regular worker meetings.
- Attend in-service and professional development opportunities as approved/requested.
- Ensure all aspects of (ECS) National Regulations 2018 are maintained.
- Actively participate in the Quality Improvement Plan (QIP) and the Assessment and Rating process.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

## 6 Performance criteria

As per Council's performance management system.

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Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

### Acknowledgement and agreement

Employee	Name		
	Signature		Date
Supervisor	Name		



**Signature**

**Date**