

## Position Description

<b>POSITION</b>	Early Childhood Teacher	
<b>REPORTS TO</b>	Sandhills Director	
<b>DIRECTORATE</b>	Corporate and Community Services	
<b>BRANCH</b>	Sandhills Early Childhood Centre	
<b>CLASSIFICATION</b>	Grade 9	
<b>STAFF</b>	Nil	
<b>CONTACTS</b>	<b>Internal</b> Councillors and Mayor General Management and staff at all levels	<b>External</b> Customers Consultants Contractors Government Departments Community Organisations

## Position Objective

To develop an innovative and flexible program for children, a supportive relationship with families and a pedagogical leadership role in relation to staff development, in accordance with the National Quality Framework.

## Organisation Values

You will demonstrate the Byron Shire Council's Organisational Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



WE LEAD WITH ENTHUSIASM  
AND PURPOSE



WE ARE OPEN, HONEST AND  
RESPECTFUL



WE FOSTER WELLBEING  
AND CREATIVITY



WE ACHIEVE OUR GOALS AND  
SUCCEED TOGETHER

# Key Responsibilities

## Organisational Relationships

- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.

## In respect of the children

- To treat each child with dignity and respect, taking into account any cultural, socio-economic, or other differences which may arise.
- To construct curriculum and children's learning experiences in the local context.
- Support social/environmental development.
- Ensure a high standard of care and education within the centre.
- To effectively plan, organise and implement the daily program that is compatible with the children's needs and interests.
- Guide, mentor and lead educators in current best practice knowledge in children's development, curriculum, behaviour strategies, EYLF and NQF.
- Facilitate integration of children with additional needs and complete required ISS paperwork.
- Maintain records on each child's educational file and to use these when planning for their continued progress.
- Establish respectful and caring relationships with children and their families.
- Work within the Centre's philosophy and guidelines.
- Contribute to the protection of children from abuse.

## In respect of the Centre

- Participate in the evaluation and reflection of the Centre's entire program, and each child's progress.
- Discuss with the Director any matters which may affect the smooth running of the centre.
- Contribute to the cleanliness, maintenance and tidiness of the Centre.

- Assist with the minor repairs and maintenance of equipment
- Ensure that activities and resources are prepared in advance.
- Participate in meetings, conferences and training courses where appropriate.
- Develop a consistently caring, secure and interactive environment for all children at all times.
- Assist in the national quality standards process.

## In respect of the families

- Develop an open, meaningful, relationship with the parents/families of all children.
- Maintain contact with parents by sharing positive information about their children personally, and through documentation displays, newsletters, etc.
- Discuss the children's educational files and progress with parents casually, and in formal meetings as needed.
- Support parents with resources, information and ideas on early childhood learning issues.
- Contribute to the process of informing parents about the centre's philosophy and the implications for every aspect of the program.

## Financial Management

- Ensure compliance with delegations of the position is maintained
- Ensure that activities operate within budgetary constraints.

## Human Resource Management

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.

## Work Health & Safety Management

- Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures and practices.
- Report all risks, hazards, incidents and injuries immediately to supervisor.

## Other Duties

- Other such duties as required that are within the limits of the employee's skill, competence and training.

## Qualifications

- Diploma of Teaching/Bachelor of Education (Early Childhood).
- Working with Children Check.
- Current First Aid
- Child Protection Certificate

## Experience

- Relevant experience teaching in a long day care setting with the ability to lead and mentor staff towards providing best practice in early childhood services.

## Knowledge

- Knowledge of child pedagogy with the ability to develop and implement a responsive and flexible program for children.
- Sound knowledge of the National Early Years Learning Framework: Belonging, Being and Becoming is desirable.

## Competencies

Demonstrated ability to:

- Deliver quality outcomes in accordance with Centre philosophy, procedures and policies.
- Apply competent programming skills for individual children over all areas of development.
- Co-ordinate assistants and support staff to develop a challenging early childhood program.
- Document and record children's learning experiences and progress in accordance with the national quality framework.
- Contribute to the development, implementation and review of policy and procedures which protect and safeguard the health and safety of Council staff and community members, as well as protecting and safeguarding the environment.
- Provide excellent customer service and delivery quality service outcomes.
- Coordinate, manage and prioritise own workload in a busy complex environment.

- Apply high level interpersonal skills including the ability to communicate both in writing and verbally and negotiate and mediate effectively with parents, children and staff.
- Work independently and contribute positively to a team environment.
- Be flexible in your approach to work and adapt well to workplace change.
- Work to timelines within budget.
- Effectively use information technology.

# Selection Criteria

## Essential Criteria

- Diploma of Teaching/Bachelor of Education (Early Childhood).
- Demonstrated successful experience teaching in a long day care setting with the ability to lead and mentor staff towards providing theoretically researched practice in early childhood education.
- Demonstrated knowledge of early childhood education with the ability to develop and implement a responsive and flexible program which addresses each child's interests and needs.
- Demonstrated well-developed interpersonal communication skills with the ability to communicate effectively with children, parents and other educators to provide a professional service, resolve conflicts and negotiate effective work outcomes.
- Demonstrated ability to work with established procedures and systems as part of a multi-skilled team, to deliver and contribute to the effective functioning of the Centre.
- Demonstrated enthusiastic commitment to providing a quality customer service to the community.
- Demonstrated commitment to Work Health & Safety, Equal Employment Opportunity and Cultural Diversity principles.
- Current First Aid certificate.
- Current Drivers Licence.

## Preferred Criteria

- Demonstrated ability to identify, discuss, and prioritise the complex issues involved in the provision of quality early childhood education to families with a strong commitment to an inclusive practice.
- Demonstrated commitment to professional development.
- Demonstrated sound knowledge of the National Early Years Learning Framework.
- Demonstrated commitment to, and understanding of, the National Quality Framework/Standards quality improvement plan and sustainability principles.

### PRESENT OCCUPANT:

SIGNATURE:

SUPERVISOR:

Sandhills Director

SIGNATURE:

People and Culture use: Working with Children Clearance ☐