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| **Position Description** | CB_LogoW transparent |
| **Relief Early Childhood Teacher (Bachelor of Education Qualified)** | |

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| **Team** | **Library & Community Services** |
| **Division / Section** | City Services & Assets |
| **Location** | Wellbank Children’s Centre and Victoria Avenue Children’s Centre |
| **Classification/Grade/Band** | **Casual** |
| **Date position description approved** | April 2021 |

# **Council overview**

The City of Canada Bay is an active and vibrant city that captures the energy, diversity, pride and potential of its community.

# **Primary purpose of the position**

* To plan, implement and evaluate high quality educational programs for children 0-5 years that reflects the Early Years Learning Framework and that is inclusive of all children.
* To provide leadership and promote a cooperative team approach.
* To develop and implement, in consultation with parents and staff a high-quality program that meets the individual needs of children.
* To prepare and maintain documentation that relates to children’s development, educational program, and compliance with legislative requirements.
* To work in accordance with legislations including the Education and Care Service National Law and Regulations, Child Protection Legislation, Work Health and Safety, and Council policies and procedures.

# **Key accountabilities**

**Technical/Operational – In the absence of the permanent Early Childhood Teacher the relief position will:**

* In accordance with the National Quality Standards, be responsible for the planning, implementation and evaluation of the Educational program if employed for two or more consecutive days
* Lead an ongoing cycle of planning to ensure each child’s learning and development is assessed as part of an ongoing cycle of planning, documenting, and evaluating.
* Implement a program that maximise opportunities for each child’s learning.
* Ensure that documentation about each child’s learning and progress is readily available to families.
* Ensure every child is supported to participate in the program.
* Critically reflect on children’s learning and development and use these reflections to plan the program.
* Lead and support centre staff in achieving educational curriculum objectives.
* Implement and role model appropriate relationships with all children.
* Implement effective behaviour guidance strategies that reflect the individual strengths of all children.

**Management & Leadership**

* Oversee the progress and competencies of trainee staff and students at the Centre where necessary in the absence of the permanent staff member.
* Supervise staff, students and volunteers, Implementing the National Quality Framework including Approved Curriculum, Legislation and Quality Standards
* Facilitate a team approach and work with staff to achieve centre's aims and goals.

**Financial**

* Nil

**Communication, Consultation & Engagement**

* Demonstrate a high level of written and verbal communication.
* Develop and maintain collaborative relationships with families.
* Actively participate in the planning and implementation of room meetings as required.
* Respond to grievances and feedback in a prompt and professional manner.
* Provide a high level of customer service to families and community.

**General**

* To comply with the operational responsibilities unique to the position as outlined in the attached schedule.
* Maintain a commitment to workplace safety and risk mitigation, acting to rectify where necessary.
* Support a respectful and positive workplace environment by complying with the Workplace Behaviour Standards and Expectations Policy and responsibilities identified in section 2 of the Schedule of Operational Responsibilities outlined below
* Ensure compliance with the National Quality Framework. Education and Care Service and Regulations and Law Act 2011.
* Ensure compliance with the National Quality Framework and all of its elements.
* Ensure compliance with all relevant policies and procedures.
* Adhere to Councils Code of Conduct and anti-discrimination and Child Protection policies.
* Undertake other relevant duties as identified by the Centre Coordinator.

# **Position/Department Structure**

This position reports to the Centre Coordinator:

# **Essential Knowledge, Skills and Experience (Essential Criteria)**

* Bachelor level, degree qualification (for the purposes of the Education and Care Services National Law, and published in accordance with regulation 137(1)(a) of the Education and Care Services National Regulations)
* NESA accredited teacher in the categories of either; Graduate, Proficient, Highly accomplished and Lead.
* Experience working with children in 0-5 year age group.
* The ability to develop, document and implement an educational program for children.
* Knowledge and understanding of the National Quality Framework.
* Sound written and verbal communication skills.
* Completion of relevant first aid, anaphylaxis, and asthma management training, and child protection course – Identify and Respond to Children and Young People at Risk of Harm (CHCCHILD401A).
* Understanding of Work Health Safety requirements.
* The ability to lead, support, motivate and mentor staff.
* Working with Children’s Check clearance.

# **Agreement**

We the undersigned agree that the position description and competencies contained herein are accepted as appropriate for the performance of this position.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appointed employee

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager/Supervisor

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director

SCHEDULE OF OPERATIONAL RESPONSIBILITIES

Work, Health & Safety Responsibilities

**Worker**

A worker’s responsibilities include, but are not limited to:

* Taking reasonable care for his/her own health and safety.
* Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of others.
* Compliance, so far as the worker is reasonably able with any reasonable instructions that are given by Council or a Person Conducting a Business or Undertaking (PCBUs) for City of Canada Bay where applicable.
* Cooperating with any reasonable policy or procedure of the City of Canada Bay or PCBUs working at or for City of Canada Bay or where applicable at the workplace that has been notified to workers.
* Reporting all incidents, hazards and near misses to their direct supervisor.
* Actively participating in injury management and rehabilitation programs.
* Using Personal Protective Equipment (PPE) where required and in accordance with the manufacturer’s instructions.
* Maintaining all tickets, licences, operative training etc, required for the job either by legislation or through Council’s or a PCBU’s policies and procedures and advise Team Leaders of any change to these.
* Attending all specified training and induction courses.
* Contributing to workplace practice and procedure reviews.
* Advising Team Leaders/Coordinators of any WHS issue that they believe should be addressed in the workplace.
* Ensuring all hazards identified are reported to their immediate supervisor and appropriate forms completed.
* Participating in workplace inspections.
* Ensuring appropriate supervisory staff are advised of any person who is not engaging or complying with safe work practices or Council policies and procedures.
* Ensuring hazards identified are investigated, assessed and remedial actions adopted to eliminate or control risks.
* Ensuring all measures (including procedures and equipment) that are adopted to eliminate or control risks to health and safety are properly used and maintained.
* Ensuring amenities are maintained in a safe and healthy condition at all times.

Workplace Behaviour Standards and Expectations

Employees’ Responsibilities

In addition to complying with Equal Employment Opportunity (EEO) legislation and Council’s Workplace Behaviour Standards and Expectations Policy employees are responsible for:

* Embracing diversity and supporting inclusive workplaces
* Recognising different styles and perspectives
* Contributing to open communication and information sharing
* Taking seriously any incidents of bullying or harassment for themselves and other employees and reporting them promptly.

# Equal Employment Opportunity Responsibilities

Comply with Equal Employment Opportunity (EEO) legislation as well as Council's EEO policies & procedures.

# Child Safe Obligations

The City of Canada Bay is a Child Safe Community that recognises and advocates for the rights of children and young people. Our policies and procedures aim to reduce the likelihood of harm to children, to increase the likelihood of identifying and reporting harm and respond appropriately to disclosures, allegations or suspicions of harm. Comply with child safe practices outlined in *Child and Young Person Protection Policy*.

Sustainability Responsibilities

Contribute to Council’s environmental sustainability objectives and targets through active participation and compliance with Councils policies & procedures.

Record Keeping Responsibilities

Comply with Council’s Records Management Policy and the State Records Act 1998.

Designated Person Classification

This position is not classified as a "designated position" under section 449 of the Local Government Act 1993 and is therefore not required to complete a 'Disclosures by Councillors and Designated Persons Return'.

Code of Conduct Obligations

Comply with the requirements of Council’s Code of Conduct.

1. Delegations

Delegations for the position are listed in the Register of Delegations and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

1. Organisation Values

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| **Value** | **Value Statements** |
| **We act with integrity** | We are accountable to ourselves and our community.  We are honest, fair and ethical in all we do.  We are clear and transparent in our actions.  We do what we say we will. |
| **We empower our people** | We invest in our people and build leaders.  We encourage our people to be decision makers and to take action.  We take ownership of our actions.  We are approachable and lead by example. |
| **We are respectful** | We listen to each other with an open mind.  We build relationships on mutual respect.  We are open, honest and constructive in our communication.  We are inclusive and embrace diversity.  We will respond to our community in a timely and responsible manner. |
| **We work together** | We care about each other and about our community.  We are committed to building and maintaining a safe environment for our people.  We support our people to perform at their best and celebrate achievements.  We collaborate to get the best out of each other.  We work with our community to build a better future. |
| **We innovate** | We encourage and value ideas that will improve services for our community.  We are creative problem solvers and are committed to creative thinking.  We will be better tomorrow than we are today, building on past success.  We continuously improve and challenge ourselves to deliver better outcomes. |

1. Acknowledgement

I have read and understood, and agree to comply with, the Operational Responsibilities as outlined above:

Initialled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appointed employee

Initialled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor/Manager

Initialled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director