## Position Description: Early Childhood Teacher

**PRIMARY ROLE STATEMENT**

Our purpose is to provide valuable services that strengthen and support the Cumberland Community.

Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

In contributing to the vision and mission for children services the Early Childhood Teacher will empower today’s children to become tomorrow’s future. This role is responsible for undertaking the day to day operation of the centre they will be committed to educate and nurture children from all communities to be respectful, resilient and confident by providing an environment that is accepting, safe and inspiring. They will be responsible for the planning and implementation of an innovative educational program for children that provides a warm and caring environment that enriches and enhances the children's lives and compliments their families’ beliefs. To achieve this they will be expected to implement and evaluate a quality program with the child that is inclusive of the Early Years Learning Framework principles. In family day care (FDC) this position coordinates and facilitates a play session program.

**KEY DUTIES AND RESPONSIBILITIES**

***Key Relationships***

As the Early Childhood Teacher you will develop key relationships with Children’s Services Staff (FDC educators if applicable), other Council staff, children and their families, other service providers and community organisations. You will be working as part of a multidisciplinary team where positivecommunication is paramount**.** Positive relationships will be formed and maintained with out of school hours educators and school principals of schools where the majority of children will transition to. Your work will enable Council to advocate for and promote the development of children and provide support to their families.

# ***Principal Responsibilities***

## **Legislation, Compliance & Reporting**

* Lead the team in the implementation of the daily program in line with NQF including children’s journals and developmental records.
* Ensure compliance with Road Safety and parking rules when transporting children.
* Complete all relevant reports and drills in relation to incidents of concern, evacuations, accidents and maintenance requirements.
* Comply with statutory obligations and accreditation principles and requirements as well as program related legislation guidelines and Council policies.
* Maintain a clean and safe environment for the children.
* Ensure compliance with guiding principles and procedures.
* Report to the Centre Director on the day to day operation of the centre, NQF, training required, staffing requirements, Families/Educators in Partnership event ideas, maintenance issues and parent/ client needs.

## ***Program Leadership***

* Ensure the quality care and wellbeing of each individual child, accept each child as an individual and work towards developing the child to his/her maximum potential, provide positive guidance and encouragement toward acceptable behaviour.
* Ensure the dignity and rights of each child being educated and cared for by the service are maintained at all times.
* Create an environment where the children have the opportunity to become self-reliant and to develop self-esteem.
* Interact with the children and families to ensure all ideas and concerns are being discussed and their requirements are being met and that all have a voice in relation to the development of the centre and the program.
* To model a positive attitude of learning and curiosity about different ways of doing things; show a readiness to learn and discuss new ideas; maintain a creative approach to teaching.
* Create an environment that encourages staff/FDC educators’ innovation, rewards and recognises quality performance and values contribution.
* Plan, implement and evaluate an inclusive program within the EYLF.
* Conduct observations and keep developmental records and portfolios as required.
* Participate in the review of asset maintenance and replacement.
* Maintain a safe, healthy and aesthetic environment.
* Supervise and assess students and prepare appropriate reports.
* Act as second in charge when required.

## ***Effective Communication & Relationship Building***

* Develop relationships with children, families and staff.
* Be knowledgeable about the surrounding community know about services available and how they can be of assistance.
* To share positive information about the child with his/her parents.
* To maintain confidentiality in relation to staff/FDC educators, children and family matters.
* Communicate with parents and other staff/FDC educators in a professional manner.
* Actively interact, engage and communicate with the children at all times.
* Contribute to improved customer service and organisational effectiveness, by acting ethically, honesty and with fairness.
* Promote service staff/FDC educators’ effectiveness, community involvement and service delivery.

## ***Business Management***

* To be willing to participate in meetings, fundraising, conferences and training courses where appropriate.
* Develop efficiencies in the use of administrative technology.
* Keep records and portfolios responsively in accordance with the Privacy Act.
* The management and administration of Children’s Services is located in the Council Chambers at 16 Memorial Avenue, Merrylands in addition there are 17 Children’s Services centres located across Cumberland educating and caring for children from birth to thirteen (0-13) years of age. You may be required to work at any of these locations at any time.
* If your position is fixed term Council cannot give any undertaking as to continued employment on conclusion of the fixed term contract, if you have been appointed permanently then this clause does not apply.
* Each centre varies with relation to the operating hours therefore you would be required to work on a roster between 6am and 6pm, this could include split shifts, if part time you could be required to work more than your normal number of hours at your ordinary hourly rate up to a maximum of 35 per week.
* To report incidents of concern to your direct supervisor and fill out the required forms i.e. accidents and maintenance requirements.
* To assist in the preparation of daily programs.
* Attend if requested specific meetings that target areas such as NQF, computers, nutrition, Children’s Week, Paint Cumberland REaD – Language and Literacy, Child Protection Week, Families Week, Book Week and children with additional needs.
* Promote children’s services to families and the wider community inform them of the benefits and variety of children’s services.
* Assist with the development of clear lines of responsibility so that people know what is expected of them in relation to the arrangement of duties and information for staff/FDC educators, families, students and volunteers.
* Promote children’s services specifically long day care/ pre-school/occasional care and FDC services to the community, educate local businesses, schools, parents and the wider community to the benefits and variety of children’s services.

# ***Management Values***

## **Self Leadership**

* Recognise own strengths and limitations
* Be aware of their impact on others
* Manage self including 'the art of delegation'

## **Teamwork**

* Recognise individual strengths
* Foster collaboration and alignment to a common purpose
* Recognise and celebrate individual /team achievements

## **Effective Communication**

* Model effective communication processes
* Encourage others to participate in open conversation
* Resolve conflicts to achieve desired outcomes

## **Coaching**

* Create an environment that encourages 'best possible ' performance
* Provide constructive feedback
* To draw out the potential in others

## **Adaptability to Change**

* Challenge the status quo
* Respond to challenges and opportunities
* Appreciate and act on self and others responses to change

# ***Risk Management***

**Worker Risk Responsibilities**

* Staff are required to act at all times in a manner which does not place at risk the health and safety of themselves or any other person in the workplace.
* Staff should provide input into various risk management activities.
* Staff are responsible and accountable for taking practical steps to minimise Council’s exposure to risks including contractual, legal and professional liability in so far as is reasonably practicable within their area of activity and responsibility.

# ***Energy & Water Commitment Statement***

**Employees’ Responsibilities**

Staff are responsible for taking practical steps to reduce Council’s energy and water use within their activity and responsibility.

# ***Budget Responsibility***

* Develop, manage and report on the cost effective and efficient provision of services within area of responsibility consistently within budget and corporate objectives.
* Ensure that financial accounts and reports provide the essential elements of transparency and accountability.

# ***Record Keeping***

To accept and undertake the requirements and obligations for effective recordkeeping as outlined in the document 'What have records got to do with me?' and to ensure the creation, careful handling and preservation of records which are entrusted to my care, as an employee of council.

***Child Safe Organisation***

* This position is designated as child related. Applicants will need to provide suitable identification and personal details and a valid Working with Children Check Clearance Number must be submitted with your application. It is an offence under the NSW legislation for barred workers to apply for or otherwise attempt to obtain, undertake or remain in child-related employment.
* Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supporting Council environment, which endeavours to promote child safe, child friendly practices.

***Fraud and Corruption Prevention***

* Comply with Council’s ethical conduct, risk management and policy frameworks and Fraud Control Plan.
* Follow and implement any risk based controls and procedures identified for the Business Unit to help prevent and detect any fraudulent and corrupt activity.

**Work Health & Safety**

In accordance with councils WHS policy 2018, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have agreed to work to this policy.

**ORGANISATION STRUCTURE**

**ABILITIES, QUALIFICATIONS, EXPERIENCE**

***Essential***

## ACECQA approved Early Childhood Teacher qualification

## Valid Working with Children Check Clearance Number

## Approval as Certified Supervisor (This is applied for after appointment to the position)

## Proven skills and experience in the following areas

### Child care and education

### Staff management and Customer service

### Communication skills in written and oral format

### Computer operating systems

### Effective time management and organisational skills

## A solid understanding of:

### Code of Conduct

### Work, Health and Safety Legislation (WH&S)

### Child Protection Legislation

### Equal Employment Opportunities (EEO)

### National Quality Framework (NQF)

* National Quality Standards (NQS)
* Education and Care Services National Regulations
* Early Years Learning Framework (EYLF)

***Desirable***

## Class LR Drivers licence (Mini bus)

## First Aid Certificate

## Experience in working in local government

## Ability to work in a team environment with minimal supervision

## Proven skills and experience in the following areas

### Policy Development

### Coaching and mentoring

### Delivering training – formal and on the job

***Employment Screening Required***

* Qualifications verification
* Licence Check if driving Council vehicles
* Working With Children’s Check
* Police Check
* Financial Checks

|  |  |
| --- | --- |
| **Classification/Grade/Band/Level** | Cumberland Council Grade 8 |
| **Job Function Group:** | Administrative/Technical |
| **Reports to:** | Centre Director |
| **Staff Reporting Responsibilities:** | 0-3 educators and voluntters and students as required |
| **Budget Responsibility:** | Yes |

Date:

Agreed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
[Insert Employee Name] Employee signature