

Position Description

Position Title:	Early Childhood Teacher (Assistant Centre Director)
Directorate:	City Wide Services
Service Unit:	Libraries and Learning
Salary Point:	11
Position Reports To:	Director – Beresfield Childcare Centre
Staff Management:	Yes - Supervision of Centre Employees
Budget Responsibility:	Small budget
Date PD Reviewed:	November 2019

Organisation Context of Position
<p>The City of Newcastle employs over 900 staff and is responsible for a local government area of 187km². Newcastle has a population of 148,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, CN has a variety of locations across the City and encompasses 5 Directorates:</p> <ul style="list-style-type: none"> • Governance • Strategy and Engagement • People and Culture • Infrastructure and Property • City Wide Services <p>The purpose of the City Wide Services Directorate is to:</p> <ul style="list-style-type: none"> • Ensure CN's range of services and servicing for the community and visitors is consistently maintained at a high level throughout and across CN. • Facilitate a high level of community connection across and on behalf of CN. • Ensure services are set at a level that is clearly articulated to the elected CN and which are financially sustainable. • Set a benchmark for the organisation of exemplary customer service. <p>The Service Units and Elements that form the City Wide Services Directorate are:</p> <ul style="list-style-type: none"> • Art Gallery (Service Element) • Museum (Service Element) • Civic Services • Libraries & Learning • Customer Service • Waste Services • Parks & Recreation

Workplace Health & Safety	
WHS RAA Level	Level 5
For specific WHS Responsibilities, Authorities & Accountabilities applicable to this position, the position holder will refer to the WHS Responsibilities, Authorities & Accountabilities matrix in the	

WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WHS Responsibilities, Authorities & Accountabilities.

Position Responsibilities

- Champion and lead the education program across the service as the centre's Education Leader, providing mentorship and support to the Education Team with a vision towards exceeding the national quality framework outcomes and the Early Years Learning framework
- Support the Director – Beresfield Community Children's Education Centre in the management of the Centre and in maintaining professional standards in the Centre and compliance with the Australian Early Childhood Association Code of Ethics
- Fulfil the duties and responsibilities of the Director position in their absence, including the responsibilities of the Certified Supervisor and overseeing the day to day service in accordance with legislative requirements
- Plan and implement well-structured age-appropriate learning goals and teaching programs that engage children and promote learning
- Implement relevant teaching strategies to develop knowledge, skills, problem solving, critical and creative thinking
- Evaluate personal teaching and learning programs using evidence, including feedback from children and group dynamics, our community and child assessment data to inform planning and to achieve meaningful experiences and continual quality improvement
- Establish and maintain respectful collaborative partnerships with families regarding their children's learning and well-being, and support children and families with a positive transition to school
- Engage and collaborate with the Education Team to establish, maintain and enhance appropriate physical environments to reflect children's interests
- Support the Director – Beresfield Childcare Centre in leading and developing the Education Team, including training, recruitment, performance appraisals and performance management. Assist with the management of the roster to ensure full staffing and review and sign-off on relevant timesheets and payroll paperwork
- Support in the development and review of policies in line with legislative requirements and frameworks
- Use assessment and evaluation skills to maintain and develop quality improvements in all aspects of the service for the service Quality Improvement Plan
- Meet all legislative requirements in accordance with National Quality Framework and Early Years Learning Framework
- Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competence and training

It is an offence under the Commission for Children and Young People Act 1998 for a person convicted of a serious sex offence to apply for this position. Relevant Criminal History, Apprehended Violence Orders and prior employment checks, including relevant disciplinary proceedings, will be conducted on recommended applicants.

Position Selection Criteria

Essential

1. Hold a Bachelor or Masters of Education (Early Childhood) as recognised by ACECQA, paired with all of the following:
 - First Aid, Asthma, Anaphylaxis Certificates
 - Current Working with Children Check
 - CHCCHILD1C Identify and respond to children and young people at risk
2. Demonstrated experience in championing and leading an Education Program in childcare / the Education Sector
3. Strong ability (and demonstrated experience in delivering outcomes) in the development and delivery of well-structured age-appropriate learning goals and teaching programs that engage children and promote learning
4. Experience within the Early Education sector at a Senior level or in a leadership position, and the ability and skills to be the Certified Supervisor and in charge of the day to day service
5. A strong ability and demonstrated experience in inspiring, motivating and maintaining a positive culture within a team
6. Excellent written and verbal communication skills including demonstrated mediation and negotiation abilities
7. Demonstrated experience in establishing and maintaining respectful collaborative partnerships with families
8. Demonstrated ability to make, record and explain objective observations of children and high-level skills in interacting with children to guide children's behaviour positively
9. Ability to design appropriate physical environments using a variety of materials to enhance children's learning
10. Objective observation skills to maintain a safe environment
11. Knowledge of current childcare regulations and the National Quality Framework

Desirable

1. Capacity to implement changes to reflect new initiatives in the Early Education sector
2. Experience with an IT interactive program for Early Education
3. Knowledge and practice of a second language