



# Position Description

## Casual Early Childhood Teacher

## About Council

Georges River Council is a leading, people-focused organisation with approximately 600 staff members. Our people are working to make the Georges River area an accessible, green, diverse and innovative community and economy. We are dedicated to providing vibrant public places, sustaining and developing a thriving creative culture, helping protect our natural environment, and making our suburbs more liveable.

Our organisation is made up of a committed, talented, and diverse workforce. Our vision, mission and values underpin all that we do to successfully achieve our Community Strategic Plan (CSP) and implement our Delivery and Operational Plans.

## Mission, Vision and Values

**Mission:** A leading people-focused organisation delivering outstanding results for our community and city.

**Vision:** Naturally connected to place, community and Country.

**Values:**



### United

We will work collaboratively as one team with common purpose and respect.



### Professional

We will act with integrity and seek opportunities to learn and grow.



### Honest

We will be open and truthful with each other and our community.



### Accountable

We will own our decisions and actions as we strive for excellence.

To find out more please visit  
[georgesriver.nsw.gov.au/Council/Careers](https://georgesriver.nsw.gov.au/Council/Careers)

## Child Protection

At Georges River Council we are committed to putting children first and championing child safety within our community. We actively advocate for the rights of children and young people and will uphold our commitment as a child safe organisation.

## EEO

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

## Workplace Health and Safety

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.

## Conditions of employment

Conditions of employment are in accordance with Council's Code of Conduct, as specified in the employment contract.

Otherwise, employment at Georges River Council is governed by Council policies, procedures and the Local Government (State) Award 2023.



## About the directorate

### Community and Culture

The Community and Culture directorate works in partnership with the community to ensure it is social and culturally connected. Our teams provide diverse and vibrant programs, service and facilities that bring together communities, deliver cultural and creative engagement opportunities and support the informational needs of our community.

- Community and Early Learning Services
- Cultural Engagement and Library Services
- City Life

## About the position

### Title

Casual Early Childhood Teacher

### Position number

900012

### Directorate

Community and Culture

### Business unit

Community and Early Learning Services

### Reports to

Coordinator Early Learning Services

### Direct reports

Nil

### Classification/grade

11

### Child protection tier

Tier 1 - Working directly with children



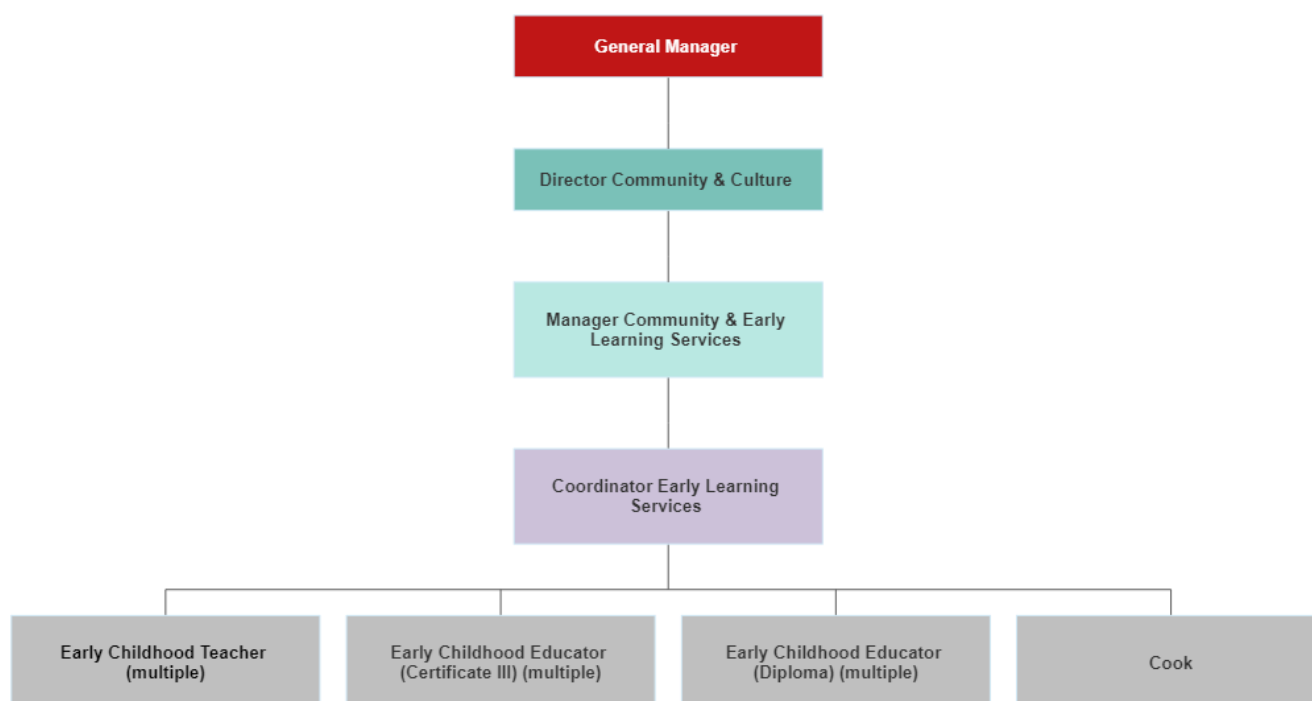
## Position purpose

As an Early Childhood Teacher, you are expected to be an active team member of a team which provides high quality early childhood education and care to the community.

This includes:

- Developing strong relationships with children at the service.
- Developing strong relationships that support and partner with families.
- Implementing the policies and associated procedures of the organisation at all times.
- Working with other staff towards continuous improvement in all areas of the service's operations.

## Direct reports/Organisational structure



# Key accountabilities

## General Responsibilities

- Leading, guide and support a team which provides high quality early childhood education and care, Working in accordance with the requirements of the *Children (Education and Care Services National Law Application) Bill 2010, Education and Care Services National Regulations* and the *National Quality Standard for Early Education and Care*.
- Working in accordance with the Code of Ethics of the Early Childhood Australia.
- Implementing the services' philosophy in undertaking all other duties.
- Working in accordance with the policies and associated procedures of the organisation.
- Facilitating the implementation of contemporary, research-based practices at the service.
- Providing ongoing support and assistance to other staff in all areas of service operation.
- Providing ongoing support and assistance to the centre coordinator and any other associated organisation.

## Responsibilities as per the National Regulations

- As required, to act as the Nominated or Certified Supervisor of the early childhood education and care service.

## Responsibilities as per the National Quality Standard

- Educational program and practice.
- Ensure to implement the service statement of philosophy and that it guides the pedagogy.
- Develop programs which reflect the Early Years Learning Framework (EYLF) and teaching decisions.
- Ensure curriculum decision making contributes to each child's learning and assist children to enhance their connection with community, wellbeing, confidence as learners and effectiveness as communicators.
- Support children in developing the goals of the EYLF:
  - A strong sense of their identity.
  - Connections with their world.
  - A strong sense of wellbeing.
  - Confidence and involvement in their learning.
  - Effective communication skills.
- Guide the implementation of a play based learning environment responsive to children's interests, strengths and abilities.
- Contribute to and guide the planning, implementation, evaluation and reflection of education and care programs which reflect the emerging skills and interests of children.
- Implement intentional teaching strategies to scaffold and guide children's interests and learning.
- Assist with the implementation of daily routines and use routine times as opportunities for learning.
- Plan children's learning and the documentation of this so as to make their learning visible.
- Maintain ongoing records of the children's development and records of children's assessments connected to learning outcomes.
- Engage in critical reflection and evaluation of children's learning to be used as a primary source of future planning.
- Advocate and support thinking and discussions on curriculum considerations relating to inclusion and the community of Aboriginal and Torres Strait Islander, culturally and linguistically diverse families.
- Mentor and teach educators through observations, guided discussions and recommendations for professional development on curriculum practices.
- Use informational technology to support and extend children's learning.
- Be aware of funding available and structure of support available to assist children with additional needs.

### **Children's health and Safety**

- Ensure each child's health and wellbeing needs are supported.
- Ensure that children are safe and adequately supervised at all times.
- Ensure potential supervision risks are reported to other educators and the centre coordinator.
- Take responsibility for the protection and rights of children attending the service.
- Ensure that the environment is safe, supportive, stimulating and educational for children.
- Respond positively and consistently to children's additional needs/requirements – diet/allergies, developmental etc.
- Ensure a high standard of hygiene is maintained in compliance with procedures and policies.
- Administer first aid and medication in compliance with procedures and policies.
- Ensure to keep accurate and detailed records of injury/accident/trauma and medication forms.
- Become familiar with all policies regarding health and safety at the service.
- Support children's individual wellbeing and comfort in sleep, rest and relaxation.
- Assist to ensure the service's child protection policy is implemented.
- Inform the centre coordinator of any allegations or convictions of a child protection nature against any other employees, of which you become aware.

## **Performance criteria/expectations/measurements**

Performance expectations for this position are as agreed and outlined in the position description and in Council's Performance Excellence Program.

## **What we're looking for**

### **Knowledge, Skills and Qualifications**

- Current Working with Children Check
- NSW Department of Education and Communities approved Early Childhood Education and Care Qualification. ACECQA approved or recognised teaching qualification (i.e. either a Bachelor of Teaching or Education or equivalent).
- Current First Aid, Anaphylaxis and Asthma Management Certificates.
- Board of Studies Teaching and Educational Standards NSW Proficient Teacher Accreditation.
- NSW Department of Education and Communities approved Child Protection Training Certificate.
- Demonstrated experience working with groups of children aged 0-5 years in a Childcare Centre setting (or similar)
- Sound oral and written communication skills in English.
- Food Handling and Preparation Training or Certification.

### **Other Desirable Attributes**

- Demonstrated experience or willingness to act as a Nominated or Certified Supervisor in an Early Childhood Education and Care Service.
- Demonstrated ability or willingness to work as a member of a multi-disciplinary team.
- Demonstrated ability or willingness to develop partnerships with all stakeholders who are from diverse backgrounds (children, family members, co-workers, other Council employees, volunteers, students and community members).
- Demonstrated ability or willingness to prioritise and meet study and work commitments and/or deadlines.
- Ability to speak a relevant community language e.g. Arabic, Cantonese, Mandarin, Greek.

