INNER WEST COUNCIL

POSITION DESCRIPTION

Position Title	Early Childhood Teacher	
Directorate	Community & Engagement	
Section / Location	Children & Family Services / Children's Centre	
Responsible to	Centre Co-ordinator/ Nominated Supervisor	
Position Supervises	**Direct**: N/A **Indirect:** N/A	
Position No.	Various	**Service Centre Grade:** 5E – 5I
Award Band & Level	Band 3, Level 1	
Allowances	N/A	
Status and Hours	Permanent position, may be available at full time or part time	
Legislative requirements	Working with Children Check Local Government Act	
Date reviewed: February 2017	**Reviewed by:** Group Manager Children & Family Services	

The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 sq km and employs 1,250 people.

The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.

POSITION PURPOSE

Early Childhood Education qualified staff are accountable for assisting the Co-ordinator in the day to day running of the Education and Care Service. Also responsible for overseeing the planning, programming and implementation of a caring, safe and stimulating learning environment for the children and contribute to developing quality partnerships with families and the wider community.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its õValues Firstô with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviours for all levels in the organisation. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria:

1. University Degree (or equivalent) of Early Childhood Education.

2. Must meet Child Protection Act requirements and hold a current NSW Working with Children Check clearance

3. Accredited with the Board of Studies, Teaching and Educational Standards (BOSTES).

4. Current First Aid Certificate and completion of or willingness to undertake approved course/s in Anaphylaxis and Asthma Management.

5. Willing to undertake role of Responsible Person or Certified Supervisor under the National Education and Care Services Regulations as required.

6. Identify and Respond to Children at Risk of Harm Statement of Attainment

7. Demonstrated ability to plan, implement and document developmentally appropriate and inquiry/interest based programmes for individual children and groups of children.

8. Assume the role and responsibilities of Room Co-ordinator when requested by the Centre Co-ordinator, Childrenôs Services Co-ordinator and/or Manager, Childrenôs Services

9. Ability to undertake the role of Educational Leader as required by the Centre Co-ordinator/Nominated Supervisor, Childrenôs Services Co-ordinator or Manager, Childrenôs Services.

10. Ability and willingness to inspire, motivate and support educators and staff as well as be an effective team leader and a cooperative team member.

11. Proven ability and commitment to work as a self-motivated and active part of a team.

12. Commitment to ongoing professional development to ensure an understanding of current early childhood knowledge, legislation, research, theory and practice.

13. Knowledge of positive behaviour guidance techniques and strategies for children.

14. Proven interpersonal skills including the use of verbal, written and technological communication.

15. Working Knowledge of National Quality Framework including: National Quality Standards, National Education and Care Services Regulations, Early Years Learning Framework and Assessment and Rating System.

16. Ability to provide excellent customer service including interacting and communicating effectively with children, parents, staff and other stakeholders.

17. Commitment to Children's Services and Council's vision and mission including strategic plans.

Desirable

1. Centre based Education and Care experience.

2. Certificate IV in Training and Assessment

3. Statement of Attainment in Nutrition and Menu Planning (HLTNA302B) and Safe Food Handling (THHGHs01B)

4. Commitment to environmental protection and sustainability.

5. Knowledge of a Second Language.

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

Ensure a dynamic learning environment by:

1. Developing programs with input from other staff and parents to meet the physical emotional, social and intellectual needs of the children.

2. Identifying the children's needs through observation and maintaining individual development records as a basis for curriculum choice, planning, reflection and evaluation.

3. Providing rich, stimulating, age appropriate experiences that promote, encourage and foster a sense of wonder, curiosity, learning and independence.

4. Developing and carrying out appropriate positive behavioural guidance strategies and procedures in consultation with the Co-ordinator.

5. Assisting in the day to day management of the Centre, as required by the Co-ordinator.

Provide quality, nurturing care by:

1. Constantly interacting with children in a caring and positive manner.

2. Being pro-active in providing a safe, non-threatening environment.

3. Observing and documenting each child's individual needs and behaviours on an ongoing basis.

4. Ensuring a comfortable, inviting, stimulating, caring and safe environment is maintained.

5. Promoting children's understanding and acceptance of people with colour, language, cultural background, gender and physical ability different from their own.

6. Treating each child as an individual and responding to their needs accordingly.

7. Having an understanding of the role of mandatory reporters and pro-actively protect children and their rights, following Councilôs and Childrenôs Services Child Protection policies.

8. Promoting play experiences and learning opportunities which support the social, emotional, physical and intellectual development of each child.

9. Using positive techniques of guidance, redirection and reinforcement with children to assist them to self-regulate their behaviours and help guide the behaviour of others.

10. Developing appropriate practices to ensure smooth transitions throughout the day.

11. Assisting in preparation and maintenance of resources to provide learning experiences.

Contribute to the smooth functioning of the centre by:

1. Reading and implementing Council's and the Childrenôs Services Policies and Procedures.

2. Accurately recording and passing on telephone messages as required.

3. Answering waiting list enquiries appropriately, providing accurate and precise information.

4. Actively participating and contributing in staff meetings and other cross-organisational meetings and activities as required.

5. Assisting casuals/students/new staff to follow procedures ie. behaviour guidance, engaging in child-directed play, using appropriate language etc., and service routines.

6. Demonstrating initiative, innovation and flexibility in undertaking tasks, projects and other allocated work as required.

7. Assisting Centre Co-ordinator with leadership, motivation, inspiring, mentoring and supervising staff and educators.

8. Supporting other members of staff by accepting and giving advice and feedback; being open to new ideas and sharing materials, resources and information.

9. Develop and maintain professional, respectful and appropriate relationships with staff, parents and all internal and external customers and stakeholders, remaining confidential at all times.

10. Sharing equally in the work load and being flexible in the rotation of centre shifts.

11. Maintaining regular attendance and informing the Centre Co-ordinator as soon as possible of illness so that casual staff can be employed.

12. Demonstrating confidentiality, as outlined in Council's and Childrenôs Services policies.

13. Liaising positively, appropriately and professionally with parents and families regarding the children's day to day activities and their development.

14. Assisting the Centre Co-ordinator with parents regarding children's issues that are other than routine.

15. Taking personal responsibility for conducting behaviour at all times within Councilôs values.

16. Taking responsibility for the cleanliness and general maintenance of the workplace, ensuring all equipment and resources are respected and preserved to an optimum level.

17. Engaging in on-going staff development opportunities and activities available within Council and the Early Childhood sector as the basis for continual personal and professional improvement.

18. Actively participate in review and continuous improvement of systems, procedures, organisational culture and cross organisational communication and activities

19. Conduct self in an ethical and professional manner at all times.

20. Conducting other projects/duties as required by Centre Co-ordinator, Children's Services Co-ordinator, Manager, Children's Services or Director Community Services

KEY RELATIONSHIPS:

Internal: Children Services Educators, Centre Coordinators, Group Manager, grounds and maintenance staff

External: Parents, suppliers, referral support services

INHERENT PHYSICAL REQUIREMENTS:

Functional requirements:
1. Ability to walk on various surfaces this can include at times wet floors.
2. Ability to bend, squat and kneel for long periods of times.
3. Ability to lift and carry varied weights frequently
4. Ability to perform repetitive tasks with upper limbs.
5. Ability to stand for prolonged periods, intermittently for up to 6-7 hours a day

Physical Attributes:
1. Possess good spacial perceptive and balance.
2. Possess good fine motor skills to operate equipment.
3. Full functional use of shoulders, arms, wrists and hands.
4. Full functional use of lower back, hips, knees and ankles.
5. Possess grip strength
6. Full range of movement of the neck
7. Ability to tolerate the outdoor environment (heat, cold, wet, humidity)

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT
EMPLOYEES WITH NO STAFF REPORTING TO THEMAND/OR NO MAJOR PROJECT RESPONSIBILITY

LEVEL 6

Level 6 staff are required to perform their duties in accordance with their job description and safe working practices. It is the responsibility of each staff member to ensure that they comply with Work Health & Safety legislation as well as Council policies, procedures and safe work practices and that their actions do not subject any person to risk. The responsibility of this position requires:

Responsibilities	Performance Measures
• Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation	• Conformance to WH&S policy and procedures • Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures
• Taking reasonable care for their own Health and Safety as well as that of others	• Use of SWMS and Standard operating procedures
• Having an understanding of the Health and Safety requirements associated with their employment	• Training records
• Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor • Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible;	• Hazard identification reports • Workplace inspection reports
• Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.	• PPE maintenance records • Knowledge and use of Standard operating procedures
• Working in accordance with relevant competency standards	• Training records. • Supervisor site inspection records
• Knowledge of WH&S and related legislation within scope of job description	• Attendance at training sessions

Applicant Declaration

I, ... have read and understood the position description for the **Early Childhood Teacher** as detailed in this document.

Signature: ..... Date: / /