

Position Description



| | |
|-----------------------------|--|
| Position Title: | Early Childhood Teacher (Degree) |
| Position Number: | C0649 |
| Purpose of Position | Work in conjunction with the Director TCCC and other staff to provide a best practice service that complies with current Education and Care Services National Regulations. To plan, implement and monitor developmentally appropriate programs and daily routines for children 0-5 years of age in conjunction with other members of the child care team. To ensure a safe, secure, caring and developmentally appropriate environment is maintained. To liaise with parents and other professionals with regard to the children in your care. |
| Grade of Position: | <p>Band 4</p> <p>May be responsible as a coordinator for the operation of a small section, the position completes tasks requiring specialised technical/administrative skills.</p> |
| Hours of Work: | Casual |
| Department: | Community |
| Section: | Thomas Carlyle Children's Centre |
| Position Reports to: | Director Thomas Carlyle Children's Centre |
| Number Supervised: | Nil |
| TRIM Reference: | 2015/216145 |
| Approved by: | Director Community |
| | Date: July 2018 |

CONTACTS

Key Contacts Within Department:

- Centre Staff
- Director Thomas Carlyle Children's Centre
- Children Services Coordinator
- Manager Community Development

Key Contacts in Other Departments:

- Information Technology
- People and Culture
- Records

Key Contacts Outside Council:

- Parents and family members of children in care
- Support Agencies
- Regulatory Authorities

Budget Allocation:

Nil

EMPLOYEE DECLARATION

I will comply with the requirements of this Position Description.

Name:

.....

Signature:

.....

Date:

Position Description



GENERIC OUTPUTS OF POSITION

- **Comply with WHS Legislation, Policies and Procedures**
 - Maintain a high standard of housekeeping and a safe work area
 - Identify and report all Hazards for your area
 - Wear required Personal Protective Equipment (PPE)
 - Participate in the development and review of Risk Assessments
 - Adhere to control measures and safe systems of work
 - Report all Incidents and Near Misses
 - Meet in reporting timeframes
 - Comply with the Return to Work Program
- **Comply with EEO and Anti-discrimination Legislation, Policies & Procedures**
 - Act to prevent workplace harassment, discrimination and bullying
 - Report known incidents of workplace harassment, discrimination and bullying
- **Comply with Council's Code of Conduct and Values**
 - Comply with Council's Statement of Business Ethics
 - Behave ethically and transparently
 - Contribute towards the achievement of Council's strategic plans
 - Lead by example
 - Support sustainable programs and activities
 - Learn and comply with Council's strategies, policies and procedures
 - Act with care for the local environment and community
 - Take responsibility for your actions
 - Care for Council's people, assets and finances
 - Use and maintain Council's corporate systems
- **Comply with Document Storage Legislation and Procedures**
 - Store and maintain corporate records in Council's electronic document
 - records management system in accordance with relevant standards,
 - procedures and the State Records Act

- **Perform as a Team Member**
 - Productively contribute to the outcomes of work teams
 - Work cooperatively with team members and supervisor
 - Maintain an attendance record that contributes positively to team productivity
 - Carry out allocated tasks to standards required
 - Use good judgement and problem solving skills
 - Obey all lawful instructions
 - Attend and positively contribute to team meetings
 - Work cooperatively to achieve Work Plan timeframes and measures
 - Regularly review with supervisor own performance against required outcomes
 - Complete an annual performance assessment and Work Plan
- **Complete required learning and development programs**
 - Learn and share knowledge
 - Complete induction/re-induction program
 - Complete job-specific training programs
 - Complete relevant legislative-based training
 - Apply learning, knowledge and skills to enhance team performance
- **Comply with Council's Customer Service Policy and Standards**
 - Be accessible and provide customers with clear and accurate information
 - Deliver timely, punctual and reliable service to customers
 - Communicate with customers in a professional and courteous manner
 - Maintain a good flow of communication with customers
 - Manage customer enquiries, records and complaints
 - Complete all paperwork and on-line recording within required time limits
 - Maintain a high standard of personal grooming and hygiene
- **Maintain Workplace Security**
 - Adhere to procedures for accessing and securing premises, keys, plant, vehicles, equipment, information and cash

ESSENTIAL CRITERIA TO BE ADDRESSED IN YOUR APPLICATION

1. Required Qualifications/Certificates

- Bachelor of Teaching/Education in Early Childhood (or equivalent) approved by ACECQA
- NESATeacher Accreditation
- Child Protection Training Certificate
- Current First Aid Certificate
- Current Asthma and Anaphylaxis Certificate
- Clearance to work with children as required under the Working with Children Check in accordance with the *Child Protection (Working with Children) Act 2012* and the *Child Protection (Working With Children) Regulation 2013*.
<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

2. Required Experience

- Extensive experience in working with children 0-5 years
- Experience working within a long day care centre
- Extensive experience using the Early Years Learning Framework approach and current best practice models to plan, implement and evaluate programs and activities for children age 0-5 years.
- Demonstrated supervisory and team development skills

3. Required Skills

- To display a positive, flexible and can-do professional attitude towards work incorporating conflict resolution skills
- Well-developed written and verbal communication skills
- Knowledge of child development and best practices through the practical application in day to day programming and interactions within the centre
- Communicate with parents professionally
- Ability to monitor, interact, evaluate and meet diverse child, family and community needs, including cultural, language and additional needs
- Proven leadership qualities and provide professional support, input and resources on routine and educational issues for other staff that include current best practice models

OPERATIONAL OUTPUTS OF PERSON IN POSITION

- Be aware of licensing and other legislative requirements to ensure that the Centre Director is advised of all operational matters relevant to these requirements including: NSW Childrens Services Regulations, WHS Act and Regulations, Child Protection legislation.
- Ensure the implementation of professional standards of care and compliance using the Council Code of Conduct and the policies and procedures of the centre providing input, role modelling and training.
- Comply with Education and Care Services National Regulations under the children (Education and Care Services) National Law (NSW)
- Ensure compliance as a mandatory reporter, which requires a report to be made where there are reasonable grounds to suspect that a child is at risk of harm.
- Apply the ECA Code of Ethics into practice and across the workplace and promote inclusive policies and practices.
- Participate in the National Quality Standard process
- Collaborate and liaise with educational leader and other staff to ensure continual improvement of program delivery and curriculum
- Assist the Centre Director to make certain that the service meets Children's Services Regulations, legislative responsibilities and the National Quality Framework requirements.
- Be willing to assist and accommodate team members and Centre needs as they arise and take on additional responsibilities and roles when required
- Work as a member of a team and promote a cooperative teamwork approach by promoting good communication between all stakeholders.
- Willingness to address and reflect on conflict in a professional and positive manner
- Deliver high quality care and educational programs, ensuring a supportive and stimulating environment for the children, making sure that programs are based on children's interests and take into account anti-bias and cross cultural perspectives
- Ensure child/staff ratios are maintained and that the individual needs of children are met through interaction and active supervision and role modelling to other team members
- Actively implement and maintain the environment through safety and hygiene for children, staff, and visitors by means of appropriate cleaning and hygiene, and the reporting of any maintenance matters.
- Lead and motivate team members to liaise with the Director on a regular basis about children's progress, room functionality, inter-relationships and any concerns
- Support and mentor the professional development of the team.
- Maintain open and respectful communication with all stakeholders
- Create and maintain partnerships with families by fostering opportunities to ensure that they are involved in the care and education of their child

Position Description



- Monitor, evaluate and take responsibility for children with additional needs: program, professional support, diet and allergies.
- Liaise with support services and professionals as appropriate.
- Orientate and guide new casual staff, volunteers, visitors and students on WH&S matters, room procedure and expectations.
- Ensure the Centre is well sourced with appropriate materials and equipment.
- Attend staff training and staff meetings as required
- Maintain currency of essential qualifications and NESA accreditation.