



POSITION DESCRIPTION

EARLY CHILDHOOD TEACHER

Department:	Corporate & Community Services
Reports to:	Nominated Supervisor Yuluwirri Kids
Supervises:	2 x Room Staff Room Staff may consist of: Assistant Room Leader Child Carer Child Care Assistant Trainee
Location:	Yuluwirri Kids, Coonabarabran
Grade:	12

PURPOSE OF POSITION

The Preschool / Long Day Care Teacher is responsible for the care and education of a group of children in conjunction with other members of staff. The Teacher is responsible for planning an effective program of experiences, activities and routines designed to achieve the full potential of each preschool and day care child attending the centre, and for ensuring their readiness to attend school in due course.

ESSENTIAL SELECTION CRITERIA

- Commitment to Council's Mission, Values and Code of Conduct
- Understanding of work health and safety (WHS) in the workplace and commitment to:
 - a positive contribution to WHS in the workplace
 - compliance with Council and legislative requirements.
- Bachelor of Teaching in Early Childhood.
- Experience working with children, parents, community, staff and committee in a childcare setting.
- Demonstrated ability to effectively plan and deliver a quality play-based curriculum for 2-5 year olds in childcare.
- Demonstrated ability to relate well to children of all ages, in particular children aged 0-5 years.
- Demonstrated high level oral and written communication skills.
- Demonstrated knowledge of The Early Years Learning Framework for Australia and The National Quality Framework and Standards.
- Demonstrated high level computer skills, relevant to the childcare environment.

DESIRABLE SELECTION CRITERIA

- Demonstrated ability to supervise, mentor and manage staff.
- Experience programming for individual children and groups of children with additional needs.

REQUIRED CERTIFICATIONS

1. First Aid Certificate, including Asthma and Anaphylaxis.
2. Child Protection Training (Minimum CHCPRT001 or CHCPRT002).
3. Class C Driver's Licence.
4. Able to be registered and appointed as a Certified Supervisor, Nominated Supervisor and Educational Leader, as required.

KEY RESPONSIBILITIES

Centre Operations

- To ensure that the aims, objectives, policies and procedures of the Centre are implemented.
- Seek and implement the curriculum with families and community input.
- Link curriculum to the Service Philosophy, Early Years Learning Framework outcomes, Preschool profiles (Literacy & Numeracy), & the National Quality Standards.
- Work with the Nominated Supervisor to supervise students, volunteers relief staff and children in the room and the rest of the centre.
- Plan activities / projects including resources, time frames and equipment requirements.
- If required, work with other age groups (eg. 0-3 year olds) during holiday programs and daily programs.
- Participate in early intervention and similar programs, as required.
- Work with stakeholders including: schools, Community Health, Connect Five, Family Day Care and others, to optimise children's services in the Warrumbungle Shire Council area.
- Appointed as Person In Day To Day Charge (PIDTDC).
- Act as Acting Responsible Certified Supervisor as required.

Daily Operations

- Develop and implement a program for children including observations, evaluations and individual program in large and small groups.
- When providing experiences, documentation and mentoring staff draw upon different theories and perspectives about early childhood development including developmental theories, socio-cultural theories, socio-behaviourist theories, critical theories and post-structuralist theories.
- Manage own work, fulfilling required tasks and those delegated by Nominated Supervisor.
- Demonstrate initiative and a positive attitude when carrying out duties.
- Ensure children are adequately supervised at all times, by team members.
- Create and maintain a safe indoor and outdoor environment for children and staff.
- Maintain good use of hygiene practices in the preparation of food, toileting etc.
- Assist in kitchen preparation / cooking / clean up as needed
- Assist in administration duties as required.
- Maintain an awareness of children's health.
- Administer medications, in accordance with centre policy, when required.
- Attend to household chores as necessary eg. laundry, cleaning, family grouping duties etc.
- Undertake other duties as directed which are within the limits of the employee's skill, competence and training.

Communication

- Ensure that any specific instructions / concerns from parents and carers are passed on to the Nominated Supervisor.

Relationships

- Secure, respectful and reciprocal relationships and partnerships with children, families, team members and the community.
- Interact with and supervise children in an appropriate manner.
- Have an inclusive approach which is reflected in interactions with children, family and staff.
- Actively communicate with families, demonstrating confidentiality, respect and equality.
- Actively communicate with Friends Of Yuluwirri (FOYs) and visitors as appropriate.

Staff Supervision

- Work with staff to foster cooperative work environment, communicating and demonstrating respect for staff.
- Supervise Assistant Room Leader, Educators, trainees and casuals as required to ensure that the needs of the children and program are provided for.
- Effectively supervise the work of the team.
- Delegate responsibilities to team members.
- Manage team performance.
- Set and communicate team goals.

- Assist fellow staff in keeping appropriate and up to date records of all Preschool and Long Day Care children, including developmental records and planning, implementing and evaluating programs for individual children as well as large and small group activities, indoor and outdoor activities.
- Model appropriate behaviour management skills.
- Share and provide professional knowledge and development with team members, families and community groups.
- Mentor staff to critically reflect on and enhance their daily practices and procedures.

Quality

- Work with team members to maintain and provide Quality of the National Quality Standards.
- Work with team members to develop, review and complete the service's Quality Improvement Plan.

Cultural Awareness & Competence

- Demonstrate awareness of and sensitivity to Indigenous and other cultural issues.
- Participate in NAIDOC week preparations and activities.
- Be sensitive to the needs of Indigenous families and be available to support them as required.
- Actively source appropriate Indigenous resources to enhance programming.
- Plan and implement traditional and contemporary Indigenous Programs as part of the everyday curriculum.
- Continue to enhance and develop your cultural competence.

Professional Reflection & Development

- Attend out of centre hours staff meetings and professional development activities as required.
- Critically reflect and enhance on your Early Childhood Pedagogy and daily practices and procedures.

GENERAL DUTIES

- 1 Perform duties competently, efficiently and effectively in order to achieve Council's vision of "Excellence in Local Government".
- 2 Support Council's Mission to provide:
 - Quality, cost effective services that will enhance our community's lifestyle, environment, opportunity and prosperity.
 - Infrastructure and services which meet the social and economic needs and aspirations of the community now and in the future.
 - Effective leadership and good governance, by encouraging teamwork, through a dedicated responsible well trained workforce.
- 3 Behave in a manner consistent with, and promote to staff, Council's Values:

Honesty - Frank and open discussion, taking responsibility for our actions

Integrity - Behaving in accordance with our values

Fairness - Consideration of the facts and a commitment to two way communication

Compassion - Working for the benefit and care of our community and the natural environment

Respect - To ourselves, colleagues, the organisation and the community listening actively and responding truthfully

Transparency - Open and honest interactions with each other and our community

Passion - Achievement of activities with energy, enthusiasm and pride

Trust - Striving to be dependable, reliable and delivering outcomes in a spirit of goodwill

Opportunity - To be an enviable workplace creating pathways for staff development
- 4 **Workplace Health & Safety**

All employees of Council have a legal obligation to comply with statutory requirements and Warrumbungle Shire Council's WHS Management system, policies, procedures, Safe Work Method Statements, practices and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

Responsibilities include:

 - Being aware of Council's WHS Management system, policies and procedures
 - Performing all work and associated functions in a safe manner
 - Complying with all documented WHS policies, procedures, Safe Work Method Statements, work instructions and verbal instructions issued by the organisation or its officers

- Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation
- Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures.
- Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Warrumbungle Shire Council property generally
- Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage
- Attending any toolbox, team talks or specific training supplied by Council
- Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures
- Working in a manner that will not endanger themselves, other employees or the public
- Report any concerns for WHS to your Supervisor.

5 **Ethical Behaviour**

Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and each other in order to retain trust, confidence and support. Council's Code of Conduct sets out minimum standards of conduct that are expected of all Council officials (all employees, Councillors etc)

6 **Maintain Knowledge**

Maintain current knowledge of industry issues by:

- Actively communicating/networking with industry peers, associations and;
- Keeping up to date with technological, legislative and other changes affecting the operations and responsibilities of the branch; and
- Sharing information with members of the department.

7 **Communication**

Ensure that honest and effective communication is established/maintained with team members.

8 **Equal Employment Opportunity**

Actively participate in demonstrating commitment to the following principles:

Staff have the right:

- To the opportunity for promotion on merit
- Of access to all appropriate benefits and conditions
- To be free of harassment at work
- To have their complaints treated in confidence, without prejudice to their employment and be advised of outcome.

Staff have the responsibility

- To work to full capacity
- To recognise the skills and talents of other staff
- To respect the social and cultural diversity among fellow staff and customers

9 **Risk Management**

Adopt a pro-active risk management approach to all Council's activities under the incumbent's responsibility and ensure that risks are identified, quantified and controlled, and that all Council employees, contractors and the community are protected against reasonable loss.

STANDARDS

Standards of performance are expected be in accordance with:

- Yuluwirri Kids Centre Philosophy and Policies
- Early Childhood Australia – Code of Ethics
- Education and Care Services National Regulations
- Children (Education and Care Services National Law Application) Act 2010
- National Quality Framework and Standards
- Warrumbungle Shire Council Policies and Procedures
- The Early Years Learning Framework for Australia (Belonging, Being & Becoming)
- National Quality Agenda for Early Childhood

CONDITIONS OF WORK

The tenure of this position is subject to continuation of Federal and State Government funding and workload requirements.

This position is subject to a Working with Children Check under child protection legislation and Council policy.

CONFIDENTIALITY

In relation to your employment in Community Services you need to be aware that in this role you will come in contact with information that is extremely sensitive and private in relation to Service clients. The matter of client confidentiality is paramount.

Community and Children's Services collects personal information from clients for purposes covered within the Privacy and Personal Information Protection Act 1998. This information cannot be used for any purpose other than that which is specifically authorised by the client at the time of collection. Nor can this information, or any impressions gained in the process of interaction with the client, be given either verbally or in any written or electronic form, to any other person other than those duly authorised by the Director Corporate Services.

Breaches of this condition will be dealt with in accordance with the Disciplinary Procedures Clause of the Local Government (State) Award.

Council's indoor staff normally work a 35 hour week: Mondays to Fridays 8:15am to 4:30pm.

CONDITIONS OF WORK

This is a term contract position for the period of Council's current and any subsequent or renewed contract with Service NSW to maintain the Coonabarabran Agency of Service NSW, and also subject to ongoing staffing requirements.

A satisfactory Criminal Record Check is a requirement of this position.

Council employees work according to conditions provided under the Local Government (State) Award and Council's policies and systems, including but not restricted to:

- Council's Salary System
- Council's Code of Conduct
- Equal Employment Opportunity
- Drug and alcohol testing.

Hours of Work

This position has a spread of hours between 7:00am and 6:00pm, with 7.5 hour shifts to be scheduled by the Nominated Supervisor. Shifts will usually be scheduled between the hours of 7:00am and 6:00pm to provide appropriate levels of contact with parents and staff.

Council operates a 19-day/4 weeks with one rostered day off per four weeks. Employees are entitled to four weeks annual leave and fifteen days sick leave per annum. Under the Paid Parental Leave Act 2010, employees who have 12 Months continuous service with the employer will be eligible for paid parental leave.

Progression

Salary progression is based on a competency assessment document. Assessments are conducted after six months employment and thereafter annually on 1 August or on request.

Superannuation

Council pays the amount required by the Superannuation Guarantee Scheme on behalf of every employee in Local Government Superannuation Scheme.

Training

Council provides leave for training and study purposes, based upon the employee's professional development and Council's long term needs as determined by its training plan.

Smoke-Free Workplace

Council's workplaces and vehicles are smoke-free zones. Yuluwirri Kids Preschool and Long Day Care Centre is smoke free to the property boundary, as are Council's swimming pools. Smokers must move a minimum of 4 metres from doorways into buildings and dispose properly of waste.

Council Induction

Before commencing duties all workers must have completed a Council induction.

Camera surveillance and global positioning system (GPS) tracking

Reason for Surveillance

Council recognises its obligations to ensure, where reasonably practicable, the provision of a safe and healthy workplace for its workers and others. Technological advances now mean that most mobile devices (including but not limited to phones, tablets and notebook computers) have camera, computer and tracking surveillance functionality. Council in the course of its business uses these devices. Individual workers have similar capabilities with a Council supplied device or their personal mobile device.

Council utilises surveillance and global positioning (GPS) tracking to:

- help provide protection to Council workers and members of the public
- help provide protection and security of Council assets
- improve service delivery
- optimise fleet operations

Types of Surveillance

Types of surveillance will include:

- camera surveillance at Council facilities
- global positioning system (GPS) tracking on Council plant
- duress devices for staff working in isolation

How surveillance will be carried out

Warrumbungle Shire Council will be carrying out camera surveillance and global positioning (GPS) tracking in the following ways:

- Camera surveillance has been installed in and on Council-owned buildings and in some public spaces in the Council area. Areas which have camera surveillance will be identified by the following sign:



Global positioning system (GPS) tracking has been, or may be, installed, in:

- commuter use vehicles
- plant and trucks
- small plant
- general fleet and leaseback vehicles

All vehicles and plant with global positioning system (GPS) tracking installed will have the following sticker attached:

Camera surveillance and global positioning (GPS) tracking will be continuous and ongoing.

