

## POSITION DESCRIPTION



<b>POSITION TITLE:</b>	<b>Early Childhood Teacher</b>
<b>POSITION NUMBER:</b>	<b>2015</b>
<b>GROUP:</b>	<b>Corporate and Community Services</b>
<b>BUSINESS UNIT:</b>	<b>Corporate and Community Services</b>
<b>SERVICE UNIT:</b>	<b>Community Services</b>
<b>SERVICE PACKAGE:</b>	<b>Children's Services</b>
<b>REPORTS TO:</b>	<b>Supervisor Long Day Care</b>
<b>GRADE:</b>	<b>7</b>
<b>HOURS OF WORK:</b>	<b>35 hours per week</b>
<b>LAST DATE OF REVIEW:</b>	<b>July 2017</b>
<b>LAST DATE OF EVALUTATION:</b>	

---

### **Function Summary:**

The Early Childhood Teacher (ECT) is responsible for planning and delivery of a high quality and diverse education program based on current legislative frameworks and curriculum requirements. The ECT is also required to assist in the development and application of all policies and curriculum evaluation within the centre.

It is a requirement of employment with Singleton Council that all staff undertake their work in a manner which will not harm themselves or others.

---

### **Major and Essential Job Functions**

#### **Planning and implementation of a quality education program**

- Plan, implement, assess and review high quality and diverse educational programs based on appropriate curriculum frameworks for the service, considering the developmental needs, interests and abilities of children.
- Develop and deliver effective and valuable documentation of children's learning in accordance with the service philosophy and the learning outcomes under the National Quality Framework; Education and Care Services National Law and Regulations.
- Use a variety of teaching strategies including intentional teaching and reflective practice within daily work.
- Working collaboratively with the Supervisor Long Day Care and/or agencies in the assessment of children.

- Develop and implement teaching support programs that incorporate long term goals for the skills, interests and needs of children; including special needs programs, in conjunction with external support services and the Supervisor Long Day Care.

#### **Promotion of health and safety of staff and children**

- Ensure the physical environment of the service, including all outdoor and indoor areas; and equipment are suitable for purpose and are well maintained whilst safeguarding others from hazards or harm.
- Provide and maintain effective health and hygiene practices, including meeting all regulations relating to food safety, medical management and risk assessment plans, policies and procedures.
- In accordance with Council's policies and procedures effectively report all near miss, incidents, illnesses or emergencies.

#### **Building positive relationships with all stakeholders**

- Provide professional support and mentoring for educators and stakeholders in all facets of work.
- Resolve staff problems, issues or grievances through line management.
- Attend staff meetings to enable a positive team environment to be developed and maintained.
- Communicate with children, staff and parents in accordance with the centre's policies and procedures.
- Create a warm learning environment through positive interaction with children, parents and staff to nurture the full potential in all.
- Communication with stakeholders is professional, ensuring privacy and confidentiality of individuals is maintained.

#### **Other Functions and Responsibilities**

- Organise special activities and excursions for children when required.
- Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.
- Undertaking responsibilities as required by the Supervisor Long Day Care.

#### **Organisational Relationships**

<b>Within Program Area</b>	<b>Within Council</b>	<b>External to Council</b>
<ul style="list-style-type: none"> <li>• Other team members</li> <li>• Team Leader Children's Services</li> <li>• Coordinator Community Services</li> </ul>	<ul style="list-style-type: none"> <li>• Other staff</li> <li>• Manager Corporate and Community Services</li> </ul>	<ul style="list-style-type: none"> <li>• Customers</li> <li>• Early intervention agencies</li> <li>• Service visitors</li> </ul>

Number and position titles of positions reporting to this position either directly or indirectly.

<b>No.</b>	<b>Direct Reports Position Title</b>	<b>No</b>	<b>Indirect Reports Position Title</b>
	NIL	2+	Child Care Workers

## Physical Requirement/Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT											
ACTIVITY	FREQUENCY			# OF HOURS A DAY							
	CONTINUOUS	INTERMITTENT	INFREQUENT	1	2	3	4	5	6	7	8
Sitting		✓									
Walking	✓							x			
Standing		✓									
Bending	✓										
Squatting	✓										
Climbing		✓									
Kneeling	✓										
Twisting		✓									
Lifting	✓										
Swimming			N/A								
Driving			N/A								
Is there any requirement for manually lifting loads up to:	<input type="checkbox"/> 5kg <input type="checkbox"/> 10kg <input checked="" type="checkbox"/> 15kg <input type="checkbox"/> 20kg <input type="checkbox"/> 25kg <input type="checkbox"/> >30kg <input type="checkbox"/> >40kg										
Hand Manipulation Required?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <i>(If YES, complete questions below)</i>										
Repetitive Hand Movements?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO										
Simple Grasping?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			<b>Right Hand</b>				<b>Left Hand</b>			
Power Grasping?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			<b>Right Hand</b>				<b>Left Hand</b>			
Pushing Pulling?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			<b>Right Hand</b>				<b>Left Hand</b>			
Fine Manipulation?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			<b>Right Hand</b>				<b>Left Hand</b>			
Tick if these are requirements of the position:											
	Operating mobile plant			Working with paints, solvents, oil, grease							
✓	Light repetitive handling			✓ Cold environment							
	Dog/cat control			Climbing, working at heights							
	Cattle, sheep handling			Confined spaces work							
	Native Animal, reptile handling			✓ Customer contact							
	Garbage collection			✓ Screen based work (intermittent)							
✓	Office, toilet cleaning			Screen based work (constant)							
✓	UV exposed			✓ Clerical deadlines							
	Herbicide/Pesticide use			Supervisory – clerical, planning, deadlines							
	Cooking			Building trades work							
✓	Walking on Slopes / Hills / Gradients			Motor trades work							
✓	Walking on uneven surfaces			✓ Child care							
	Working with bitumen			Hospitality							
	Working with concrete			Exposure to dust or fumes							

## **Person Specification**

### **Essential Criteria**

- Early childhood teaching qualification, with accreditation
- Current Working with Children Check (WWCC), First Aid Certificate, including anaphylaxis and asthma training
- Thorough knowledge of curriculum and legislative frameworks
- Demonstrated ability to establish and implement education and developmental programs for young children
- Demonstrated ability to work in a team environment
- Previous experience in the care of children aged 0-5
- Excellent communication skills
- Good time management and organisation skills
- Strong interpersonal skills

### **Desirable Criteria**

- Knowledge of WHS and risk management
- Experience in implementing and programming for children with special needs
- Demonstrated ability to mentor educators

## **VALUES AND BEHAVIOURS**

Singleton Council's decisions, actions and behaviour are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

### **Our Vision**

Singleton. A progressive community of excellence and sustainability.

### **Our Mission**

To provide quality services to the community in an efficient and friendly manner encouraging responsible development.

### **Our Values and Behaviours**

1. **Integrity:** We act with commitment, trust and accountability.
2. **Respect:** We are open, honest, inclusive and supportive.
3. **Excellence:** We strive to achieve the highest standards.
4. **Innovation:** We are creative, progressive and strategic.
5. **Enjoyment:** we promote a harmonious, productive and positive workplace.

## Skills Progression and Assessment Record

<b>Position:</b>	Early Childhood Teacher	<b>Occupant:</b>	
------------------	-------------------------	------------------	--

<b>Skills Progression Requirements:</b> <input checked="" type="checkbox"/> Achieved Step	<b>Salary Step</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Ability to produce quality and diverse educational programs based on appropriate curriculum frameworks and relevant legislative requirements	1					
Provide effective service to internal and external customers, with a sound knowledge of children's services expectations	1					
Manage the physical environment of the service ensuring all outdoor and indoor areas, and equipment is suitable for purpose and well maintained	1					
Demonstrated effective communication skills, including the ability to liaise with a wide range of individuals and organisations both within and outside Council	1					
Ability to identify and administer appropriate first aid	1					
Support educators to encourage every child to participate in the program ensuring agency, choices and influence are promoted	2					
Demonstrated ability to maintain respectful, supportive, collaborative and responsive relationships with children and their families	2					
Develop and implement effective checklists and procedures for efficient room management	2					
Apply knowledge of frameworks and legislation relevant to the position and incorporate them into the services policies and procedures	2					
Demonstrated ability to continuously improve, develop and maintain the service's Quality Improvement Plan	2					
Mentor educators to utilise a variety of teaching strategies, including intentional teaching and reflective practices in their daily work	3					
Coordinate special activities e.g. incursions or excursions, including hazard identification and risk management	3					
Ability to perform duties of Certified Supervisor/Responsible Person	3					
Demonstrated understanding of legal ramifications dealing with privacy and confidentiality	3					
Demonstrated ability to promote understanding of relevant legislative requirements and curriculum framework documents within the service	3					

Demonstrated ability to undertake the Supervisor Long Day Care's duties during absence	4					
Assist in the development and promotion of marketing strategies for the service	4					
Demonstrated ability to instruct educators in accordance with relevant legislative requirements and reflect the philosophy, policies and procedures of the service	4					
Demonstrated understanding and ability to support sustainable resource management	4					
Ability to identify issues and ensure all stakeholders are informed of matters which have the potential to affect operations	4					

**Sign Off:**

*I agree to work in accordance with the requirements and expectations outlined in this position description.*

\_\_\_\_\_  
Job Holder Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**To be completed following Annual Skills Assessment:**

**COMMENTS ON EMPLOYEE'S ATTITUDE AND APPLICATION TO WORK:**

---

---

---

**EMPLOYEES COMMENTS:**

---

---

---

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**MANAGER/SUPERVISOR COMMENTS:**

---

---

---

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**DIRECTORS COMMENTS:**

---

---

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Occupant: \_\_\_\_\_

Skills Review Year (e.g. 2016): \_\_\_\_\_

<b>Summary of Skills Assessment</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
<input checked="" type="checkbox"/> <b>Proposed Salary Step Placement</b>				