

# POSITION DESCRIPTION

## 1. POSITION DETAILS

**Position Title:** Early Childhood Teacher

**Division:** City Life

**Unit:** Social City

**Management Level:** Worker

## 2. ORGANISATIONAL RELATIONSHIPS

**Position Title of Supervisor:**

Centre Coordinator of Child Care Centre

**Titles of Positions which report to this position:**

Nil

**Contractors for which this position is responsible:**

Nil

## 3. PRIMARY PURPOSE OF POSITION

- Provide a safe, caring and stimulating environment which facilitates health, growth and development of children aged 0-5 years.
- Ensure the effective management and provision of high quality services to children and their families in accordance with the Education and Care Services National Regulations and the National Quality Framework.

## 4. POSITION OBJECTIVES

The major objectives to be achieved by the Early Childhood Teacher are;

- Balance the workload of program development and face to face work with children.
- Accommodate the diversity of children and their immediate individual and family needs on a daily basis.
- Ensure effective interaction and social development of the class as a group of individuals.
- Achieve high standards of child care in accordance with the National Quality Framework.
- Respond positively to increased parental expectations and increased responsibility being placed on teachers for caring and developmental activities.

- Address the changing role of child care in the community assuming more of family responsibilities.
- Be held accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behaviour and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any activity.

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## 5. POSITION ACCOUNTABILITIES

- This position has been identified as 'child related employment' under the Commission for Children and Young People Act 1998. Relevant Working With Children Check and criminal record check will be conducted to ensure the suitability of recommended applicants.
- It is an offence under the Commission for Children and Young People Act 1998 for a prohibited person to be employed in this position. A prohibited person is someone who has been convicted of a serious sex offence. Incumbents to this position will be required to make a disclosure as to whether they are or are not a prohibited person.
- Develop, implement and evaluate a program which is reflective of the children enrolled at the centre and the surrounding community and is based on the principles, practices and learning outcomes of the Early Years Learning Framework (EYLF).
- When necessary, act in the Centre Coordinator's role when the Centre Coordinator is absent.
- Keep the Centre Coordinator informed of Centre operations to ensure a secure, caring and developmentally appropriate environment for children is maintained at all times, including identification of children at risk and intervention for children with special needs.
- Work with the Centre Coordinator to ensure that policies and procedures meet the highest rating for each criterion set down under the National Quality Standards.
- In conjunction with the Centre Coordinator, monitor the centre's compliance with the Education and Care Services National Regulations, 2011 and Education and Care Services National Law Act, 2010. Ensure team compliance with the Education and Care Services National Regulations and the National Quality Standards at all times.
- Work with the Coordinator to ensure that the Centre operates within Council and Centre policies and procedures, and assist in the development of these.
- Contribute to the overall development of the Centre by facilitating an open, supportive team environment with team members which facilitates the implementation of an enriching educational curriculum for all children.
- Maintain developmental records of individual children and program records as required by the Education and Care Services National Regulations and the City of Sydney and ensure that observations taken of the children are used as a basis for the development of the program.
- Ensure that the developmental well-being and health of each child is observed

daily and communicated regularly with parents/staff.

- Ensure active supervision of children is maintained at all times.
- Ensure positive and developmentally appropriate practices are maintained in guiding and managing children's behaviour.
- Ensure that activities provided for children promote and develop their social, emotional, physical, creative and cognitive needs.
- Lead a small team within the centre and conduct regular team meetings to evaluate the program, individual children's needs and specific issues requiring attention.
- Balance appropriate program delivery with daily routine whilst ensuring that there is adequate flexibility to meet children's individual care routines.
- Participate in staff meetings and promote the development of a multi-disciplinary team.
- Support staff in their involvement with individual children, agencies, parents and community.
- Implement inclusive policies and practices and support the team in implementing these when interacting with children and families and developing and implementing the educational curriculum.
- Ensure that appropriate open communications occurs between staff and parents.
- Facilitate parent involvement in developing and implementing the program of the centre and organise extra-curricular functions, activities and meetings for parents and families.
- Ensure that the centre environment meets Council required WHS policies and standards for health, hygiene and safety.
- Ensure that the total physical needs of each child are met throughout the day and that safe health practices are implemented with relevant information provided and displayed to parents and children.
- Provide input to centre policies and procedures, as required and facilitate the consultation process with parents.
- Implement effective risk assessment and management strategies in line with the Educational and Care Services National Regulations and the City of Sydney Safety Management System requirements.
- Ensure EEO, the principles for a culturally diverse society and Council policies are complied with at all times.
- Contribute to improved customer service and organisational effectiveness, by acting ethically, honestly, with fairness and within the City of Sydney's Values.
- Comply with and keep abreast of any relevant legislation applicable to the performance of the duties of this position.

- Agree to work in other Children's Services Centre locations should the need arise due to Centre Operational requirements.

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## 6. WORK, HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the Safety Management System (SMS). Workers have the following responsibility, authority and accountability:

- Working safely so as not to put yourself or others at risk
- Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented
- Cooperating and complying with safe work method statements, policies and procedures and participating in their development
- Reporting all accident, incidents and hazards to your supervisor immediately and participating in accident/incident investigation and risk management activities
- Attending WHS training
- Complying with the requirements of the City's Return to Work program

A full list of WHS responsibilities and accountabilities are available within the City's SMS document; Responsibility, Authority and Accountability (RAA) Matrix.

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## 7. AUTHORITY TO ACT

- The incumbent has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.
- All personnel have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed / implemented. Such circumstances may include life threatening situations or those that could result in loss of limb or other significant lost time injury.

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## 8. SELECTION CRITERIA

### Essential Criteria

- Degree/Diploma in Early Childhood Education or relevant equivalent qualification.
- Have a current Working with Children Check Number that can be validated by City's Workforce Services Team.
- Current First Aid Certificate, Asthma and Anaphylaxis Certificates.
- Accredited by NSW Education Standards Authority (NESA) to work as a teacher.
- Awareness of the Statutory requirements of the Education and Care Services

National Regulations, 2011 and Education and Care Services National Law Act, 2010 and National Quality Standards relating to Education and Care Services.

- Demonstrated experience and knowledge of the Early Year's Learning Framework and how this is used to inform the curriculum.
- Demonstrated practical experience in the provision of a child care service for children aged 0-5 years and a commitment to high quality child care.
- Proven ability to adequately care for, supervise and interact with children in an appropriate manner.
- Demonstrated highly effective interpersonal skills and liaison skills with parents and other community agencies.
- Demonstrated effective written and oral communication skills.
- Ability to lead a small team, work in and contribute to a supportive and cooperative team.
- Effective time management skills and ability to manage competing work priorities.
- Demonstrated a commitment to Equal Employment Opportunity, Work Health and Safety and Cultural Diversity principles.

#### **Desirable Criteria**

- Proficiency in a second language would be an advantage.
- Extensive teaching experience in an early childhood setting.
- Understanding of family and community needs in the City of Sydney Local Government area.
- Experience in managing a child care centre.