

Position Description



Job Details

Job Title: Early Childhood Teacher

Reports to: Centre Director

Directorate: City Living

Position Number:

Grade:

Date: December 2025

Objective Doc Ref:

Position Purpose/Job Summary

The Children & Family Services Best Start Education & Care provides a variety of children and family services to the community, including long day care, preschool, family day care, early intervention, and supported playgroups across the Fairfield Local Government Area.

The position of the Early Childhood Teacher has a legal obligation as a Responsible Person and/or Nominated Supervisor during extended absences of the Service Centre Director to ensure full compliance with the Education and Care Services National Regulations, Education and Care Services National Law, and the National Quality Standards.

The Early Childhood Teacher is responsible for overseeing the delivery of a professional and developmentally sound environment and curriculum that is safe, nurturing, and culturally relevant. By regularly assessing the program, they ensure it meets the social, emotional, physical, sensory, creative, cognitive, and language development needs of all children.

This role involves developing, implementing, and assessing innovative and inclusive teaching and learning programs, while actively contributing to the centre's quality improvement plan and self-assessment. The ECT will collaborate with the centre team to ensure the effective daily operation of the early learning service.

The position involves, but is not limited to, maintaining written records and documentation on each child's development, developing, implementing, and evaluating educational programmes and philosophies, reviewing policies and procedures, developing reports for management, attending and at times running staff meetings, liaising with parents and community stakeholders, and undertaking other administrative or project tasks as required.

As a team leader, ECT will also be responsible for supervising, mentoring, and supporting educators, peer teachers, and students; overseeing practicum placements; and liaising with RTO representatives, completing student performance and learning reports. In some cases, the ECT may also serve as the Educational Leader, guiding and influencing the pedagogical curriculum and enhancing teaching practices across the service. The Early Childhood Teacher is also the Safety Advocate, Fire Warden, and Nominated First Aider for the service in the absence of the centre director.

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The ECT will be required to schedule, engage in, and manage stakeholder meetings for a range of programs and projects to support the needs of individual children or groups of children. This includes, but is not limited to, Allied Health professionals, case workers, support agency members of universities, TAFE, or other RTOS.

This position is classified as a child-related role. Applicants are required to have a valid Working with Children Check Clearance Number and are legally a Mandatory Reporter.

Selection Criteria - Knowledge, Skills, Qualifications and Experience required

Essential Criteria

- Considerable experience within an early childhood setting as a room/team leader.
- Demonstrated experience and understanding/knowledge in programming for children aged 0-5 years.
- Sound understanding of early childhood theory and pedagogical curriculum planning for children aged 0-5 years
- Proven leadership and interpersonal skills
- Demonstrated ability to engage in reflective practice
- Demonstrated Judgement and Problem-Solving Skills
- Comprehensive understanding and practical implementation of the National Quality Framework (NQF), the Early Years Learning Framework Version 2 (EYLF V2), Child Protection legislation and their implications on practice (including approved Child Protection training)
- Demonstrated commitment to inclusive practice
- Understanding and practical implementation of Work Health and Safety Legislation

Qualification Requirements

- Recognised university qualification in Early Childhood Education as approved by ACECQA.
- Recognised university qualification in Early Childhood Education, eligible for NESA registration as an accredited early childhood teacher at the time of commencement.
- Must be able to meet the minimum prescribed requirements of a Nominated Supervisor and Responsible Person as per the Education and Care Services National Regulations
- Must hold a current Working with Children Check number (under the new WWCC system)
- First Aid and CPR certificate HLTAID012

Desirable:

- A community language other than English
- Developed IT/Computer Skills
- Current Class C Driver's License
- Knowledge of local government
- Experience in policy development and review

Key Accountabilities – Position Specific

Education

Children:

- To plan for and deliver a high-quality educational program in consultation with key staff in line with early childhood education theory and the Early Years Learning Framework
- Ensuring interpreted observations are evaluated according to early childhood theory and practice
- Refer, liaise, and cooperate with appropriate specialist staff and stakeholders regarding children's individual needs.
- Observe, interpret and evaluate observations and maintain individual records
- An approach to children's learning is flexible and based on their interests, and stage appropriateness.
- Support and guide staff in their programming of individual and groups of children.
- Programming and planning for groups of children
- Create a learning environment that is culturally sensitive and appropriate and is responsive to all the children's developmental needs and interests
- Develop specialist or complete reports to assess children's development to support the development of personalised support plans in consultation with the children, families and service stakeholders.
- At all times, ensure children's safety, health, and wellbeing are prioritised in your work and decision-making.
- Ensure all reporting and mandatory reporting requirements are completed in a timely manner.

Staff

- To act as an appropriate role model and mentor for staff
- To take part in the performance review annually.
- Support, guide and mentor staff in areas of programming and planning, evaluating, reflections and pedagogy.
- Work cohesively with others
- Ensure confidentiality is maintained in relation to children, families and staff.
- Ensure staff work as an effective team.
- Provide opportunities to parents and staff to contribute to the program through discussions and staff meeting agendas.
- Promote, encourage and enhance parent involvement.
- Liaise and communicate with community groups.
- Act as a resource person to the team and to families
- Guide, mentor, support and oversee student(s) when on placement
- Perform the roles and responsibilities as the responsible person
- Knowledge and implementation of Council policy and procedure. Identify the need for centre policies and procedures. Contribute to the formulation and implementation

of policies.

Parents

- Organise parent and stakeholder meeting to support the needs of children and families
- Share knowledge of child development with parents
- Provide information on individual child's progress and guidance.
- Provide parents with information in relation to the local community, and support services available.
- Utilise child development knowledge to guide and support parents in decisions regarding their child's development
- Encourage parent and family involvement in the centre program and events.

Administration and Policies

Record Keeping

- Maintain all records necessary for planning and documenting of children's development needs i.e. parents/staff communication forms, enrolment forms etc.
- Ensure all records are kept confidential.
- Carry out the role and responsibility of the Responsible person in the Directors absence.
- To be aware of sustainability and demonstrate that social environmental, economic and governance issues have been considered and adequately addressed in all planning, decision making and operational procedures.

Administration

- Maintain compliance with all rules, Regulations or Acts as specified by Government authorities relating to issuing of licence (responsible person), and of Council's policies and procedures.
- Completion of all regulatory and Council requirements, e.g. Self Assessment Plan as required by the Australian Children's Education and Care Quality Authority (ACECQA), Fairfield City Council's WHS system, Fairfield City Council's HR policies and procedures, etc.
- Assist in the day to day operation of the service.
- Supervise/prepare any necessary reports on all students and voluntary assistants working within groups.

Management and Organisation

Health and Safety

- To establish, maintain, update and ensure compliance and familiarisation of staff with regard to all policies and procedures relating to health, hygiene, safety and nutrition
- Educate and role model a high level of hygiene practices to children
- To liaise, co-operate and refer to related community services and organisations, where appropriate, regarding any attending child with special needs or disabilities.
- To participate and facilitate regular fire and emergency evacuation drills are carried out with all children and staff in the Centre. (Minimum every 3 months)

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- Ensure the total care of all children and staff in any emergency situation
- Support children's individual wellbeing and comfort at the service particularly during safe rest/sleep/relaxation times.
- Ensure that children attending the service rights are being protected.
- Notify and report on any child accidents and incidents in the centre. Administer first aid where required.

Workplace, Health and Safety

- Day to day maintenance & implementation of the WHS Management System.
- Determining own work priorities on a daily and weekly basis.
- Raising Corporate Corrective Actions and coordinating the procedure.
- Controlling and managing WHSMS documents to ensure consistency, uniformity and compliance with legal requirements
- Long term planning and reviewing of the WHS Management System to ensure that it is being implemented more effectively within the workplace.
- Report significant workplace incidents, which may potentially lead to a serious injury.
- Ensure service complies with WHS systems to ensure everyone's safety. Complete (where appropriate) all necessary documentation.
- Monitor children's health, assessing and notifying in relation to children who develop an infectious disease in line with Centre policy & procedure

Organisation

- Ensure the environment is set up in a developmentally appropriate and safe manner
- Ensure the safety and security of the centre at cessation of hours of operation (complete necessary procedures for both AM/PM checks)
- Orderly storage of equipment, materials and resources in all communal storage/display areas.

Council

- Reports as required by Management, e.g.; monthly, biannually, etc.
- Actively participate in focus groups and other forums
To be aware of sustainability and demonstrate that social environmental, economic and governance issues have been considered and adequately addressed in all planning, decision making and operational procedures

General

- Comply with the requirements of Council's Work Health and Safety Management System (WHSMS) and fulfill relevant WHS responsibilities as per WHS-01.1.1 WHS Responsibility, Accountability and Authority Guideline whilst employed by or acting on behalf of the Council.
- Comply with the reasonable requests and directions of management whilst employed by or acting on behalf of the Council. This includes undertaking other task or duties that may be allocated from time to time
- Comply with Council's Code of Conduct, policy and procedures whilst employed by or acting on behalf of Council.

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Key Accountabilities – Core

1. Use Corporate IT Applications/Systems, ensuring compliance with Council standards and policies, to facilitate achievement of required outcomes.
2. Comply with the requirements of Council's Work Health Safety Management System (WHSMS) and fulfil relevant WHS responsibilities as per WHS-01.1.1 Responsibilities, Authority and Accountability Guideline whilst employed by or acting on behalf of the Council
3. Comply with the reasonable requests and directions of management whilst employed by or acting on behalf of the Council. This includes undertaking other tasks or duties that may be allocated from time to time
4. Comply with Council's Code of Conduct, policy and procedures whilst employed by or acting on behalf of Council
5. All employees are required to treat colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions, as well as report any suspected case of discrimination or harassment that they witness. This requirement is in accordance with Fairfield City Council's Values and commitment to equal employment opportunity and a workplace free of discrimination and harassment.

Reporting Relationships

Direct: Nil

No. of Indirect: Child Care Worker, Childcare Assistant, Cook, trainee, Students and Volunteers

Key Relationships

1 Internal

Communicating with	Nature of Communication
Centre Director	Daily exchange of information and direction
Staff	Daily exchange of information to facilitate running of centre and care of children.
Support Services Staff	As required for referrals, follow up and advice in regards to children with additional needs.
Senior/ Children and Family Services Coordinators	As required.
Manager Children and Family Services	As required
Interaction with other Council Departments	As required in relation to maintenance requirements and enquires.

Key Relationships

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2 External	
Communicating with	Nature of Communication
Customers/Families	Enrolment interviews, placements, answer any inquiries and concerns (Daily)
Community services	Promote the service, refer families, access information, and liaise to meet identified needs. (As required)
Other Childcare Services DEC and ACECQA	Information accessing and sharing
Casual employment agency	Booking of casual staff, providing feedback and addressing concerns (Daily)
TAFE/Universities	Student Placements (As required)
New South Wales Education Standards Authority (NESA)	Teacher Accreditation

Position Dimensions

As per Delegation of Authority.

Decision making Authority & Accountability

Decisions made by self

- The General Manager authorises you to take actions required to make your workplace safe and fulfil your WHS responsibilities in WHS-01
- Any decision which ensures full compliance with legislation

Decisions made in consultation

- Actively contribute to the resolution of conflict
- Decisions that involve changes to the centre routine so as to ensure a balancing of the needs and interests of all children

Decisions referred to a manager

- Any decision that may fall out of scope to adopted Council policies and procedures, Any other matters which were unable to be resolved by self or in consultation

Problem Solving

This position faces a number of challenges in successfully undertaking the duties associated with the role. These include, but are not limited to:

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- Dealing sensitively with children, families and staff issues
- Managing conflict between staff/families
- Assisting in the placement of families at the service
- Facing child protection issues.

Competencies

Performance in this role is also assessed on 'how' staff achieve their goals, based on the same behavioural expectations for all staff. An individual Work Plan, based on your position description will be established in partnership with your supervisor. Your supervisor will meet with you on a regular basis to ensure that you are performing as expected or assign some training to improve performance if needed.

Signature

Employee:	Signature	Date
Authorised by: (Manager)	Signature	Date