Upper Hunter Shire Council

JOB DESCRIPTION

Room Leader – Early Childhood Teacher

Position Details

Occupant:	Vacant		
Reports to:	Early Learning Centre Director		
Section:	Community Services		
Department:	Environmental & Community Services		
Industrial Instrument:	Local Government (State) Award		
Salary Grade:	NSS 12	**Hours of Work:**	35
Staff Management:	No	**Budget Responsibility:**	No
Date Created:	January 2016	**Last Reviewed:**	November 2026
Special Conditions:			

The Role

The Room Leader – Early Childhood Teacher will lead a professional team to provide influential pedagogical leadership to provide high quality long day care services and curriculum for the children in the ELC. The safety, rights, and best interests of children are **paramount** in everything we do.

Our Council

Encompassing the vibrant towns and communities of Scone, Aberdeen, Merriwa and Murrurundi and many smaller villages, the Upper Hunter Shire covers about 8,100km^2, with a population of approximately 14,500 people. The Upper Hunter Shire is a diverse, scenic region and a great place to live and work.



Our Council is committed to delivering high quality, innovative, consistent and responsive services to the community whilst maintaining a safe, fair and open workplace where achievements are recognised and staff are encouraged to develop and grow.

Selection Criteria

Essential

- Current approved Degree qualification in Early Childhood Education or approved teaching qualification.
- Current certificate of Accreditation with NSW Education Standards Authority (NESA).
- Current Working with Children check
- National Child Safety training and Child Protection training or willingness to complete prior to commencement.
- Possess and maintain current approved First Aid, CPR, Asthma and Anaphylaxis certification.
- Eligibility to exercise supervisory and leadership responsibility as a Responsible Person and be placed in day to day charge of the service.
- Demonstrated understanding of development practices for children 0 – 6 years.
- Working knowledge of the Early Years Learning Framework and demonstrated ability to assess children's learning to develop, implement and evaluate curriculum for children aged 0 – 6 years.
- Effective interpersonal and communication skills.
- Current unrestricted drivers licence.

Desirable

- Experience working with children in an early education and care setting (preferably long day care).
- Strong understanding of the National Quality Framework (including the Education and Care Services National Laws and Regulations, National Quality Standards and National Early Years Learning Framework.)
- Experience leading others in all aspects of the National Quality Framework.
- Demonstrated experience and skills as an educational leader.
- A sound understanding of work health and safety legislation and its implication to ensure a healthy and safe environment within children's services.
- Previous Local Government experience.

Key Duties and Functions

- Work as part of a team to provide high quality education, care and customer service.
- Fulfil requirements of Responsible Person in day to day charge of the service as required.
- Maintain awareness of and assist with consistently implementing quality practice principles in accordance with the National Quality Framework (including National Law and Regulations and National Quality Standards) and service policies and procedures.
- Undertake and implement all requirements for quality rating and assessment.
- Maintain awareness of and comply with relevant child protection laws and any obligations you may have under these.
- Manage and lead room operations and supervise all staff, students or visitors in your area of responsibility.
- Prepare, implement and evaluate appropriate developmental and educational curriculum and programming for individual children and groups.
- Create a safe, supportive and stimulating environment for children's care and their ongoing learning and development.
- Lead and mentor staff to implement the program, and engage in critical reflection to ensure the program is continually improving.

- Lead and mentor staff in providing inclusive practices and strategies with all children, including those with additional, diverse and ongoing high support needs.
- Interact positively to provide each child individual attention and comfort as required.
- Support and cultivate positive behaviour in children according to service procedures and contemporary theories and approaches.
- Maintain accurate, relevant and up-to-date educational records, observations, assessments, learning documentation and reports in accordance with the EYLF, National Quality Standard (NQS), National Regulations and relevant education and care legislation.
- Mentor staff across the service in areas of educational curriculum and developing child records and assessments
- Facilitate effective working relationships with staff, families and support agencies to enhance developmental outcomes for the children.
- Liaise, provide feedback and exchange information with parents in relation to the children and the service and provide support and informed advice as needed.
- Take all reasonable steps to protect children from harm and hazards and manage incidents, illness and injuries.
- Other duties as directed, within the skills and capabilities of the employee.

Local Government Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal attributes	Manage Self – Show drive and motivation, an awareness of strengths and weaknesses, and commitment to learning.	Intermediate
	Display Resilience and Adaptability - Express own views, persevere through challenges, and be flexible and willing to change.	Intermediate
	Act with Integrity – Be honest, ethical and professional, and prepared to speak up for what is right.	Intermediate **Focus Behavioural Indicators** – Maintains confidentiality of customer and organisational information – Is open, honest and consistent in words and behaviour – Takes steps to clarify ethical issues and seeks advice when unsure what to do – Helps others to understand their obligations to follow the code of conduct, legislation and policies – Recognises and reports inappropriate behaviour, misconduct and perceived conflicts of interest

Local Government Capability Framework		
Capability Group	**Capability Name**	**Level**
	Demonstrate Accountability – Take responsibility for own actions, commit to safety, and act in line with legislation and policy.	Intermediate **Focus Behavioural Indicators** – Follows through reliably and openly takes responsibility for own actions – Understands delegations and acts within authority level – Is vigilant about the use of safe work practices by self and others – Is alert to risks in the workplace and raises them to the appropriate level
Relationships	Communicate and Engage – communicate clearly and respectfully, listen and encourage input from others.	Intermediate **Focus Behavioural Indicators** – Focuses on key points and communicates in 'Plain English' – Clearly explains and presents ideas and technical information – Monitors own and others' non-verbal cues and adapts where necessary – Listens to others when they are speaking and asks appropriate, respectful questions – Shows sensitivity in adapting communication content and style for diverse audiences
	Community and Customer Focus – commit to delivering customer and community focused services in line with strategic objective.	Foundational
	Work Collaboratively – be a respectful, inclusive and reliable team member, collaborate with others and value diversity.	Foundational
	Influence and Negotiate – persuade and gain commitment from others, and resolve issues and conflicts.	Intermediate
Results	Plan and Prioritise – Plan and organise work in line with organisational goals, and adjust to changing priorities.	Intermediate **Focus Behavioural Indicators** – Participates constructively in unit planning and goal setting – Helps plan and allocate work tasks in line with team/project objectives

Local Government Capability Framework		
Capability Group	**Capability Name**	**Level**
		– Checks progress against schedules – Identifies and escalates issues impacting on ability to meet schedules Provides feedback to inform future planning and work schedules
	Think and Solve Problems –think, analyse and consider the broader context to develop practical solutions.	Foundational
	Create and Innovate – Encourage and suggest new ideas and show commitment to improving services and ways of working.	Foundational
	Deliver Results – achieve results through efficient use of resources and a commitment to quality outcomes.	Intermediate **Focus Behavioural Indicators** – Takes the initiative to progress own and team work tasks – Contributes to the allocation of responsibilities and resources to achieve team/project goals – Consistently delivers high quality work with minimal supervision – Consistently delivers key work outputs on time and on budget
Resources	Finance - be a responsible custodian of council funds and apply processes in line with legislation and policy.	Foundational
	Assets and Tools – use, allocate and maintain work tools appropriately and manage community assets responsibly.	Foundational
	Technology and Information – use technology and information to maximise efficiency and effectiveness.	Intermediate **Focus Behavioural Indicators** – Shows confidence in using core office software and other computer applications – Makes effective use of records, information and knowledge management systems – Supports the introduction of new technologies to improve efficiency and effectiveness

Local Government Capability Framework		
Capability Group	**Capability Name**	**Level**
	Procurement and Contracts – understand and apply procurement processes to ensure effective purchasing and contract performance.	Foundational

WHS and Risk Management Responsibilities

- Comply with all Work Health and safety legislation and risk management requirements and abide by all relevant policies and procedures.
- Undertake appropriate training and inductions, and comply with instructions.
- Appropriately use all PPE and resources provided to undertake the work safely.
- Ensure hazards are identified in the workplace and appropriate control measures are in place.
- Keep up to date with work health and safety matters.
- Comply with statutory, Council and legal requirements in the areas of risk management including Work Health and Safety.
- Comply with all injury management processes and legislation including the direct reporting and investigation of injuries, accidents and near misses.

EEO Management Responsibilities

- Demonstrate a positive commitment to and compliance with all relevant Equal Employment Opportunity legislation, covering all forms of workplace discrimination, harassment and bullying.
- Comply with Council's EEO policies and report breaches.