



Position Description

Early Childhood Teacher

Division	Community and Recreation
Business Unit	Children's Services
Grade	NB H
Job Code	JC00042

Council Overview

The Northern Beaches is truly unique. Our area stretches from Palm Beach in the north to Manly in the south and boasts 24 ocean beaches, over 80kms of coastline, 4 coastal lagoons, clean waterways, and beautiful wildlife. We recognise the traditional owners of our area and their continuing connection to waters and land, and we thank them for their protection of our coastline and its ecosystems.

We are home to nearly 270,000 residents and their vision for the Northern Beaches Council is a safe, diverse, inclusive, and connected community that lives in balance with our environment. We are committed to working with the community and other stakeholders in making this a reality.

As one of the largest employers on the Northern Beaches we are focused on building an engaged and productive workforce that partners with our community to protect, improve and create our future. The breadth of our service delivery is significant.

We are a modern, multi-award-winning council that strives for excellence in all we do including the provision of the highest levels of customer service. We are also the proud winner of the 2022 AR Bluett Award for the most progressive metropolitan council in NSW.

Northern Beaches Council is committed to safeguarding children and young people. Council acknowledges that protecting the safety of children and young people is a whole community responsibility and is everyone's business.

Council Values

Our Council Vision is 'Delivering the highest quality service, valued and trusted by our community'.

Our Values of **Trust, Respect, Integrity, Teamwork, Service and Leadership** provide the foundation for delivering the Vision and drives everything we do and the decisions we make.

Division

The Community & Recreation Division is responsible for a range of functions which support the whole of Council to deliver high quality services to our Northern Beaches bushland, rural and coastal community. The Division comprises of the following business units – Sports and recreation Services, Children's Services, Community, Arts and Culture; Customer Service; and Libraries.

Business Unit Children's Services

The Children's Services Business Unit is responsible for providing high-quality early education for children aged between six weeks and twelve years in accordance with local, state and federal government requirements, regulations and standards. Children's Services operates a number of childcare early learning services, including Long Day Care, Pre-School, Family Day Care, Vacation Care and Occasional Care services to our community.

Primary Purpose of the Position

Working within a team environment to develop and deliver high quality inclusive programs that support the safety, health, wellbeing, education and development of children and aligns with the National Quality Framework.

Key Accountabilities

- Guide team understanding of the National Quality Framework, Code of Ethics and Policies and Procedures to ensure compliance through meeting or exceeding the National Quality Standards.
- Actively supervise children to support their safety, health and wellbeing.
- Build and maintain positive relationships with families and children to enable a holistic approach to education and care.
- Lead the development and implementation of an educational program that aligns with an approved curriculum framework and supports children's developmental needs.
- Monitor and continuously improve curriculum, documentation and practice to maximise opportunities for children's exploration and play based learning.
- Build and maintain professional and positive work culture that promotes sharing of ideas and best practice examples to support continuous improvement of service delivery.
- Assist with maintaining a service environment in compliance with relevant regulatory requirements and Work Health and Safety requirements.
- Assume leadership responsibilities when required, including the role of Responsible Person, Educational Leader, Second in Charge. This requires an ability to make decisions, respond to the needs of children and families and to guide and mentor staff.

Key Challenges

- Establish, build and maintain positive, responsive, nurturing and supportive relationships given the diversity of children and their families.
- Ensure families understand the policies, procedures, codes of ethics, regulations and laws the service is bound by.
- Ability to work in an inclusive and dynamic work environment given the various challenges that require responsive, creative and resilient teams.

Key Internal Relationships

Who	Why
Managers	• Escalate issues and propose solutions • Receive guidance

Who	Why
Colleagues	Develop and maintain effective working relationships and open channels of communication

Key External Relationships

Who	Why
Children and Families	- Collaborate with families to ensure that the curriculum is culturally responsive and reflects the diversity of its community - Form authentic partnerships with families to support children's development and learning outcomes - Ensure policies and procedures are communicated and understood by families - Manage expectations and resolve issues
Support Agencies and organisations	Collaborate with external agencies to support the inclusion of vulnerable children and meet children's additional needs
Community	Collaborate with community groups to provide children with opportunities to participate in community events and access community services and resources

Key Role Dimensions

Decision Making

- In line with the Northern Beaches Council People Delegations.

Reports to

- Children's Services Centre Director

Direct Reports

- N/A

Budget

- N/A

Essential Criteria

- Bachelor Teaching (Early Childhood) or its equivalent as approved by the Australian Children's Education and Care Quality Authority (ACECQA)
- First Aid Education and Care Certificate which includes Emergency Management of Asthma in the Workplace and Management of Anaphylaxis (or willingness to undertake within first three months of employment)

- Food Handling Certificate (or willingness to undertake training within the first three months of employment)
- Child Protection Certificate of Completion
- Sound knowledge of child development 0-6 years and experience in planning for children with additional needs
- Teachers require active accreditation with the NSW Education Standards Authority (NESA) to teach in any centre-based early childhood service in NSW
- Ability to plan the provision of developmentally appropriate programs to foster and support the children's learning

Key Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here.”

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework			
Capability Group	Capability Name	Level	Focus Capabilities
 Personal Attributes	Manage Self	Adeot	Manage Self
	Display Resilience and Adaptability	Adept	
	Act with Integrity	Adept	
	Demonstrate Accountability	Adept	
 Relationships	Communicate and Engage	Intermediate	Community and Customer Focus
	Community and Customer Focus	Intermediate	
	Work Collaboratively	Intermediate	
	Influence and Negotiate	Foundational	
 Results	Plan and Prioritise	Intermediate	Deliver Results
	Think and Solve Problems	Intermediate	
	Create and Innovate	Foundational	
	Deliver Results	Intermediate	
 Resources	Finance	Foundational	Assets and Tools
	Assets and Tools	Foundational	
	Technology and Information	Foundational	
	Procurements and Contracts	Foundational	

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
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Personal Attributes

Manage Self

Adept

Initiates action on team/unit projects, issues and opportunities
Accepts and tackles demanding goals with drive and commitment
Seeks opportunities to apply and develop strengths and skills
Examines and reflects on own performance
Seeks and responds well to feedback and guidance

Relationships

Community and Customer Focus

Intermediate

Identifies and responds quickly to customer needs
Demonstrates a thorough knowledge of services provided
Puts the customer and community at the heart of work activities
Takes responsibility for resolving customer issues and needs

Results

Deliver Results

Intermediate

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

Assets and Tools

Foundational

Uses core work tools and equipment effectively
Takes care of work tools, equipment, accommodation and community assets