

COOLAMON SHIRE COUNCIL POSITION DESCRIPTION

Position:	EARLY CHILDHOOD EDUCATOR – TEACHER
Status:	Permanent Full Time
Hours:	35 hours per week
Reports to:	Early Childhood Centre Manager
Directorate:	Corporate and Community Services
Supervises:	Up to 4 employees
Award/Grade:	Local Government (State) Award 2023 Band 3 Level 2A – Band 3 Level 2J
Relationships:	Executive Managers, other Council staff, commercial, industrial and development professionals and contractors, members of the public.

This position description is to be read and interpreted in conjunction with the National Quality Standards (NQS) for Early Childhood Centres. Where there is any inconsistency between this position description and the NQS, the NQS shall prevail to the extent of the inconsistency.

Position Summary

Council Early Childhood Teachers are responsible for providing active leadership to Educators and Room Leaders in the development, implementation and evaluation of a child-focused education and care curriculum ensuring the curriculum is consistent with our centre philosophy and curriculum, and according to the requirements of the National Quality Framework.

The teacher contributes to supporting the professional learning of educators and works in collaboration with other educators and the centre manager.

Key Responsibilities

Education and Care of Children

- Act in a manner that promotes the best interests of the child, protecting their rights.
- Form relationships with the children that are comforting and nurturing.
- Develop and implement a high-quality education and care curriculum for all enrolled children that is consistent with;
 - The service philosophy, procedures and policies.
 - Education and Care Services National Law.
 - The National Quality Standards.
 - Early Years Learning Framework for Australia.
- Lead and ensure the embedding of the Early Years Learning Framework within the curriculum and support and mentor other educators within the room.
- Provide leadership and support in;
 - Documentation of children and family information.
 - Observations of children.
 - Evaluation of observations and planning.
 - Implementation of programs for learning.
 - Reflection of own and teams practice.
- Maintain appropriate documentation of children's learning as outlined in the National Quality Standards.
- Provide role modelling in the development of consistent positive relationships with children.

- Respond and demonstrate meaningful responses to children’s strengths, interests and needs and engage children in curriculum decision making.
- Ensure professional documentation is undertaken for all children and is reflective of the requirements within the National Quality Framework.
- Provide an inclusive environment to support every child’s learning reflective of the diversity of the community.
- Contribute to providing a child safe environment through working in accordance with the service Child Safe Policy, educators Code of Conduct and Child Protection Policy.

Partnerships with Families

- Demonstrate respect for the family’s role as the child’s first educator.
- Build and maintain professional, inclusive and positive relationships with families of the service.
- Ensure professional communication with families at all times.
- Ensure families are appropriately informed and consulted with about the care and education of their children.
- Draw on the knowledge and experience of families to support their children’s learning.
- Engage in shared decision making with families.

Partnerships with other Educators and Professionals

- Build collaborative relationships with all staff in the service based on respect, trust and honesty.
- Engage in professional conversations with other educators and professionals to enhance knowledge and practice.
- Acknowledge and support personal strengths, professional experience and team diversity.

Professional Conduct and Learning

- Work within the National Quality Framework, the Early Childhood Code of Ethics, the service philosophy, policies and procedures.
- Engage in on-going learning to meet teacher accreditation requirements as outlined by NESA.
- Consistently contribute as an effective team member.
- Actively participate in the performance appraisal process.
- Engage in reflective practice and on-going professional learning.
- Attend and contribute to staff meetings and other whole staff professional learning events.
- Actively participate and contribute as a member of the service leadership team.
- Undertake Food Safe training at intervals decided by the nominated supervisor.
- Undertake First Aid training (including anaphylaxis and asthma) at intervals decided by the nominated supervisor.
- Undertake Child Protection training at intervals decided by the nominated supervisor.

Organisational Representation

Actively support the organisation’s philosophy, policies and procedures and positively represent the organisation to external contacts at all opportunities.

Position Criteria

Essential Qualifications, Licences and Experience

1. Approved ACECQA qualification of Early Childhood Teacher or working towards Early Childhood Teacher qualification or equivalent.
2. Clear Working with Children Check.
3. Current ACECQA approved First Aid Certificate, Anaphylaxis and Asthma Management training.
4. Current Foundations of Child Safety Training Certificate, provided prior to commencement date.
5. Approved Child Protection Qualification.
6. A willingness to be appointed as a Responsible Person of the Service if required.
7. Current C Class Drivers Licence.

Experience, Skills & Knowledge

8. Experience in an approved education and care service.
9. Knowledge and understanding of the National Quality Framework and The Early Years Learning Framework.
10. Demonstrated experience and understanding in curriculum, supporting curriculum development and documenting children's learning and development.
11. Ability to work in a team environment.
12. Ability to develop strong relationships with children and their families.
13. Strong communication and interpersonal skills.
14. Commitment to on-going professional learning.
15. Previous Local Government experience (desirable).

This description presents the major responsibilities required for this position. Council may direct the employee to carry out such activities that are within the limits of the employee's skill, competence and training as per Clause 9 of the Local Government (State) Award 2023.

Organisational Responsibilities

Code of Conduct

It is important that all employees act in a manner that enhances community confidence in Council. Whilst on duty, employees are to give the whole of their time and attention to the business of Council. Employees are required to carry out their duties conscientiously, honestly, fairly and impartially. Employees are required to comply with Council's Code of Conduct at all times.

Values

All employees are expected to uphold, promote and behave in a manner consistent with Council's values. Through a collaborative approach and a strong commitment, the values will support Council's mission and guide the organisation in achieving its vision.

Equal Employment Opportunity, Diversity & Inclusion

Coolamon Shire Council is committed to the development and implementation of its Equal Employment Opportunity Management Plan which is designed to develop a more creative and skilled workforce to provide better services to the community.

Coolamon Shire Council is committed to an inclusive culture where diversity of thought and background is valued. We appropriately encourage maintenance of cultural identity while sharing common ideals and promoting equality of opportunity. This supports every person and team to excel, and enables innovation to continuously improve our delivery of services.

Council Policies, Guidelines and Procedures

Employees are required to comply with Council Policies, Management Guidelines and Procedures.

Work Health and Safety

Council has a duty of care under Work Health and Safety Legislation to ensure, so far as is reasonably practicable, the health and safety of workers. This includes requirements to eliminate or minimise risks to health and safety. To minimise risk and assist in protecting workers in employment at Council, workers are required to meet the inherent requirements of the position.

I have read and am satisfied that I have understood the contents of this Position Description. While this position description reflects the current duties and responsibilities, it is not be interpreted as all inclusive. It may be subject to review from time to time.

Employee Name: _____

Employee Signature: _____

Witness: _____

Date: _____