


<div>Role Title</div> <div>Group</div>  <p>Clarence... a brighter place</p>		Early Childhood Teacher Rosny Early Learning Role Description	
		Community and Culture	
	Incumbent	Vacant	
		SIGNATURE:	
		DATE:	
		Head of Community and Culture	
		Tracey Cockburn	
		SIGNATURE:	
		DATE:	
	Chief Executive Officer	Ian Nelson	
SIGNATURE:			
DATE:			

	Position Number: 1234	Development Date November 2023
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Rosny Early Learning Objectives

To provide high quality education and care that is based on the belief that children are confident and involved learners who learn through play and exploration.

The Early Childhood Teacher will offer a program that provides a variety of opportunities to learn through play and that fosters each child's unique abilities. The program is driven by children's interests, strengths and needs and is a balance of intentional teaching and children's emerging passions.

Essential Duties and Responsibilities

Ensure a high level of service for Rosny Early Learning centre by:

Supervision

- Ensuring children are well supervised at all times, including supervising:
 - Children engaging with all activities.
 - Sleep and rest periods.
 - The daily routine of children.
 - Children on excursions, as per the Centre's policy.
 - The safety and hygiene of children.

Daily Routines

- Welcoming individual families, including managing separation challenges, and ensuring children are ready for departure at the families' expected arrival time.
- Liaising with parents in regard to children's activities, exchanging information in regard to the day/previous night and ensuring information is communicated to relevant room staff at change of room/shift.
- Assisting children in daily routines such as toileting, dressing, eating and sleeping.
- Preparing materials and equipment for educational activities.
- Reporting problems and concerns about child and room management to the staff member in charge of the room.
- Develop and maintain positive partnerships with families.

Child Development

- Developing an increased understanding of the individual needs of each child.
- Undertaking work with individual children with additional needs, as required.
- Support and guiding children's behaviour in a positive manner.

Medical, Health and Safety

- Undertaking safety checks of all children's areas.
- Reporting equipment and maintenance needs to supervisory staff and removing broken or potentially dangerous toys and equipment.
- In the case of a child's illness or (serious accident) accident or incident, ensuring information is passed on to senior staff or the Director immediately.

General

- Attending staff meetings and in-service training as required.
- Working with other staff members and management in a co-operative manner.
- Ensuring open and positive communication is maintained at all times between staff, families, management and children.
- Role model and maintain the regulatory requirements across educational and care services.
- Ensure staff and children utilise effective health and hygiene practices, including meeting all regulations relating to food safety and preparation, medical management plans, and risk management plans, policies and procedures.
- Assume an equal share of cleaning and maintaining a hygienic environment.
- Be aware of children's additional needs/requirements in diet/allergies etc.
- Understand the organisational Philosophy, Policies and Procedures and their application to the role.
- Provide written accurate documentation that supports practice and compliance requirements.
- Ensure that the physical environment is safe and suitable and promotes children's learning.
- Assist with the supervision of workplace students.

Early Childhood Teacher responsibilities working with the Educational Leader and Director on the following:

- Provide an early education and care program in line with the National Quality Framework that reflect the children and families in the service.
- Evaluate programs and engage in reflective practice, to meet the National Quality Framework.
- Maintain confidential and accurate updated records of children and families to meet legislative and regulatory requirements.
- Provide input to individual developmental progress reports as required.
- Maintain ongoing communication with educators' parents and guardians including other stakeholders when required.
- Provide responsive care to children in care, based on their interests and needs.

- Assist families with the children's transitions, ensure that families are provided with guidance and support when required.
- Develop and support positive channels of communication to ensure the smooth running of the service amongst all stakeholders.
- Support a culture of reflective practice.
- Contribute to the services Quality Improvement Plan.

The essential duties and responsibilities of the role are outlined above, however a worker may be directed to carry out such duties and tasks as are within the limits of the worker's skill, competence and training.

Compliance Obligations

All Workers must:

- Comply with all reasonable and lawful directions.
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace.
- Comply with policies and procedures as amended from time to time (policies and procedures are not incorporated into the contract of employment), including but not limited to Council's:
 - Customer Service Framework and Charter.
 - Procurement Policy and Code for Tenders and Contracts.
 - Fraud Policy.
 - Workplace Behaviour and Code of Conduct Policies.
 - Work Health and Safety Policy and Procedures.
- Perform all duties to the best of their ability at all times.

Authority and Delegations

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

Organisational Relationship

The Early Childhood Teacher is a member of the Community and Culture Group and is responsible, in the first instance, to the Director Rosny Early Learning who reports to the Head of Community and Culture.

Salary Range

The salary range for this position depends on the qualifications of the successful applicant. Early Childhood Teachers are paid at Level 5 depending on experience.

Selection Criteria

Essential

- Completion of an ACECQA approved Early Childhood Teaching qualification.
- A sound knowledge and understanding of children and their development.
- Well-developed interpersonal skills, particularly communicating sensitively with families and children, and the ability to engage confidently with all stakeholders.
- Working knowledge of health and safety practices relevant to the early childhood education and care sector.
- Good organisational skills including the ability to cope with high volumes of work, varying workloads and interruptions and to organise activities to provide efficient services
- Well-developed digital literacy skills and the ability to adeptly use technology
- Ability to work in a team environment.

Desirable

- Current First Aid Certificate.

Screening Checks

Appointment will be conditional upon a satisfactory:

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| ■ National Police Check | YES <input type="checkbox"/> / NO <input checked="" type="checkbox"/> |
| ■ Working with Vulnerable People Check | YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> |
| ■ Medical Check | YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> |
| <input type="checkbox"/> Lifting children aged 0 - 6 from floor level. | |
| <input type="checkbox"/> Squatting and kneeling. | |
| <input type="checkbox"/> Sitting on low chairs. | |
| <input type="checkbox"/> Carrying and assembling outdoor play equipment. | |
| <input type="checkbox"/> Bending towards children. | |
| <input type="checkbox"/> Bending over low tables. | |
| <input type="checkbox"/> Changing of children's nappies. | |
| <input type="checkbox"/> Exposure to cleaning chemicals. | |