

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Early Childhood Teacher	
CLASSIFICATION	ANZSCO CODE
Local Government Early Childhood Education Employee Agreement (EEEA) 2020 KG2.1-2.5	
DEPARTMENT	DIVISION
Community Wellbeing	Family, Youth and Children's Services
AGREEMENT	LOCATION
Local Government Early Childhood Education Employee Agreement (EEEA) 2020	

Position Objectives

To lead a room-based team of early childhood professionals to work within the National Quality Framework including National Law and National Regulations, National Quality Standard and The Victorian Early Years Learning and Development Framework (VEYLDF) and City of Ballarat Practice Guide to:

- Provide quality education and care in a safe, secure, stimulating and healthy environment.
- Ensure the developmental needs, interests and experiences of each child in care are being met.
- To treat each child with respect and dignity and acknowledge the individual values of their families.
- Act as the nominated supervisor or person in day-to-day charge as required.

Key Responsibility Areas

Provision of education and care

Educators must demonstrate a genuine interest in meeting the needs of children and their families through the provision of quality education and care which reflects an awareness of the wellbeing of each child. This includes the development, implementation and active participation in an educational program which is:

- Based on the VEYLDF
- Delivered in a manner that accords with the VEYLDF.
- Based on the individual developmental needs, interests and experiences of each child
- Guided by the City of Ballarat Children's Services Practice Guide for Educators.
- Inclusive of summative assessments, intentional teaching, observations, implementation of flexible routines and an understanding and respect for all cultures within the community.
- Critically reflected upon with educators within the education and care environment.
- Incorporates completion of annual transition statements, where applicable.

Safety and compliance

- To ensure the provision of optimum health and safety conditions by maintaining an attractive, safe, and hygienic indoor and outdoor environment.
- To follow all City of Ballarat Children's Services policies and procedures.
- Report any hazard, incident (including near misses) and injuries to the centre coordinator.
- Complete risk assessments as needed.

Professional relationships

- To contribute to a positive sense of teamwork through effective communication with other Educators and the Coordinator including sharing expertise in collaborative and respectful ways and committing to the Children's Services Practice Guide expectations.
- Positive role modelling of best practice to educators, students and volunteers.
- Liaise with the manager, other educators, and resource agencies in regard to the development of individual children.
- Maintain a cooperative and flexible attitude towards the development of a motivated and professional team.

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- Guide room/team educators to deliver effective and valuable documentation of children's wellbeing, learning and development.

Relationships with families

- To build respectful relationships with families that recognise their expertise and roles as their children's first and most important educators.
- To maintain confidentiality of information concerning families.
- Assist with and participate in, consultation with relevant referral agencies and specialists working with children with additional needs.
- Maintain positive and effective communication with families, staff at the service, visitors and staff from other agencies, government departments and other staff from council.
- Act as a resource to families and the community through maintaining an awareness of community and support agencies.

Professional development

- To attend and actively participate in professional development and team meetings to ensure ongoing skills development and to keep up with best practice.
- Continue to improve upon professional knowledge and a willingness to share such knowledge with other educators.
- Complete the required hours of professional development to ensure the renewal of VIT registration.
- Participate in the council Performance development and review process. This involves planning and agreeing work and skill development objectives and reviewing and assessing achievements on a regular basis.
- Maintain all qualifications as required for the position.
- Contribute to the centre's philosophy and development of policy.

Act in day-to-day charge

- Willingness to act as the nominated supervisor or person in day-to-day charge as required.

From a Health & Safety perspective the City of Ballarat requires all employees adhere to the following:

- Report hazards, incidents, injuries and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.
- Comply with the City of Ballarat safety system.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

REPORTS TO:	DIRECT REPORTS:
Nominated Supervisor and/or Approved Provider	
ORGANISATIONAL RELATIONSHIPS	
Internal: Centre staff, Council employees, Staff in other Children's Centres. Supervises early childhood educators.	External: Families, students, Commonwealth and State Government departments, other early childhood services, professional networks, community groups and local agencies.

Accountability and Extent of Authority

- Responsible for the provision of a safe, caring environment, that creates a welcoming environment for families using the service.

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- Responsible for the effective planning, implementation and evaluation of child focused programs within the service.
- Responsible for the development and implementation of service funding and reporting requirement (e.g. Quality Improvement Plan, School Readiness Funding Plan, Service Inclusion Plan, Kindergarten Inclusion Support applications).
- Maintain records of appropriate educational programs based on written observations and evaluations of children's development, interests and needs.
- Participate in consultations with case management meetings and practice discussions with relevant external professionals in collaboration with colleagues and families.
- Maintain positive and effective communication with parents, colleagues, management, visitors, other agencies and government departments.
- May supervise resources, other employees or groups of employees, provide advice to or regulate clients and give support to more senior employees
- The freedom to act is subject to clear guidelines.

Judgement and Decision Making

- Ability to act responsibly, promptly when emergency care is needed, or to protect children from hazards.
- Objectives of the work are usually well defined but the particular method, technology, process or equipment to be used must be selected from a range of available alternatives.
- Work may involve solving problems, using procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience.
- Problems are occasionally of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality is required.
- Proven ability to deal with sensitive and complex issues in a confidential manner.
- Guidance and advice would usually be available within the time required to make a choice.

Specialist Skills and Knowledge

- Solid understanding of the National Quality Standard, Children's Services Centre Regulations, National Law and Victorian & National Early Years Development Framework.
- Sound knowledge of the development and needs of children aged 0-6years.
- Ability to report developmental delays objectively and participate in agreed management program.
- Understanding of the underlying principles involved, as distinct from the practices.
- Understanding the needs of the local community.
- Willingness to use technology to support effective communication and delivery of programs to educators and families such as Microsoft teams, emails, and Storypark.

Management Skills

- Require skills in managing time, setting priorities and planning and organising one's own work and in appropriate circumstances that of other employees, so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Plan and implement appropriate program for children.
- Ability to support the professional development requirements of team members and encourage opportunities for these to be achieved.
- Support co-educators in the contribution towards all aspects of the program.

Interpersonal Skills

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- Ability to demonstrate the organisational values and behaviours and represent council in a positive and professional manner.
- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of well-defined activities and in the supervision of other employees where appropriate.
- An understanding of and respect for diverse social and cultural values and attitudes in relation to parenting and caring for children.

Qualifications and Experience

- Relevant Bachelor of Education (Early Childhood) in accordance with the National Children's Services Regulations 2012.
- Current registration with VIT.
- Experience working with children.
- Current first-aid HLTAID012 and asthma and anaphylaxis certificates (or willing to obtain).
- Current Police check (or willing to obtain).

SELECTION CRITERIA

1. Relevant Qualifications and experience as listed above.
2. Demonstrated experience in delivering a high-quality learning environment that is inclusive and meets the needs of all children.
3. Thorough understanding of National Quality Framework and Victorian Early Years Learning and Development Framework.
4. Highly developed interpersonal skills with demonstrated ability to engage and work with a diverse range of stakeholders including parents, colleagues and local community members.
5. Ability and willingness to support and direct a team of Early Childhood Educators
6. Knowledge and understanding of health and safety issues relevant to work activities and work area.

ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

Name:

Signature:

Date:

The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.