

Position Description

Early Childhood Teacher

Directorate	Corporate and Community Services
Location	Children Services Unit, Pine Street, West Wyalong
Classification/Grade/Band	Grade 12
Position Code	3449 – Part Time
Date Position approved	17 September 2019

Council values

Bland Shire Council has seven (7) values that form our foundations and are embedded in our culture. The values inspire us to take ownership of our roles and responsibilities. They are tangible and are at the core of every interaction we have, and, in every action, we take in performing our jobs. All employees are responsible for upholding these values when representing Council.

Working together



to improve our quality of life

Primary purpose of the position

To provide a quality Preschool service that supports and enriches children’s learning experiences, empowering and challenging them to develop to their fullest potential.

Key accountabilities

Within the area of responsibility, this role is required to:

- Provide for the care, education and well-being of each child.
- Model effective application of pedagogy in teaching practice and have a sound knowledge of Early Years Framework.
- Assess, plan, document and evaluate children's learning; apply pedagogical expertise to inform curriculum decisions and meaningful pedagogical documentation to communicate to families.
- Plan and implement educational and appropriate developmental activities and learning experiences that promote and support the social, emotional, language, cognitive and physical development of all children.
- Seek and share best practice examples to improve the education program.
- Lead and monitor Educators to build and sustain a constructive teaching environment.
- Develop open learning relationships with all children by supporting inclusion, responding to cultural traditions, strengths, abilities and interests.
- Work in partnership with families through developing and maintaining professional relationship with families.
- Work collaboratively and professionally with internal and external partners and members of the public.
- Oversight of the daily preparation of materials required for the program and the setting up of the classroom and playground prior to the arrival of the children.
- Effectively lead, manage and supervise the classroom and resources and prioritise and direct activities to maximise an effective learning environment and ensure routines are maintained.
- Prepare and record information following legislative guidelines.
- Maintain safety and hygiene practices for staff and children in accordance with relevant legislation, policies and procedures.
- Maintain expert knowledge and comply with service policies and legislative requirements including the Early Education and Care National Regulations and Law, National Quality Standards, Early Childhood Australia Code of Ethics and service Code of Conduct.
- Take responsibility for the protection and rights of children attending the service by understanding relevant Child Protection Law matters and Mandatory Reporter requirements.
- Maintain systems and procedures in accordance with service legislation and Council requirements.
- Attend meetings, workshops, seminars and conferences.
- Reflect the "Service's Philosophy" in everyday practice.
- Guide and contribute to ongoing learning through reflective practice and continuous improvement.
- Follow established work procedures and policies and work within legislation requirements.
- Willingness to work across all Children Services Unit services and programs.
- Carry out other duties that are within the limits of the employee's skill, competence and training.

WHS Responsibilities:

- Read and comply with all WHS policies and procedures in relation to your WHS roles and responsibilities.
- Immediately report all hazards and incidents, following the appropriate processes.
- Work in a manner that will not endanger yourself or any other person.
- Assist new employees in the use of proper work practices and procedures.
- Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.
- Not attempt any task unless you are capable and competent to carry out the task.
- Participate in rehabilitation and return to work programs if required.
- Comply with Corporate record keeping requirements.

Corporate Responsibilities

- It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Bland Shire Council.
- Comply with the minimum standards of conduct expected of employees as set out in Council's Code of Conduct.

- Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.
- All staff are responsible and accountable for creating and keeping accurate and complete records of their business activity in accordance with Council's Records Management Policy.
- Under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether they are a usual function of the position.
- Child Safety Commitment: All employees are accountable for upholding Council's commitment to the safety and wellbeing of children.
- Delegations - adhere to relevant delegations and council policies and procedures, including those related to Council's Code of Conduct.
- Facilitate the recruitment, training, development, Competency assessments and annual reviews of staff improving efficiency and service delivery.
- Promote a workplace free from discrimination and harassment by treating all colleagues and customers with respect and professionalism without regard to background or irrelevant personal characteristics.
- Comply with all Council's policies, procedures and guidelines.

Key internal relationships

Who	Why
Team members	Negotiate task priorities Ensure safety and quality standards are met
Coordinator Children's Services	Liaise to clarify tasks and priorities Manage and escalate issues as appropriate

Key external relationships

Who	Why
Community	Maintain a friendly, professional and positive council presence Ensure public safety at all times

Selection requirements

Criteria:
Essential Criteria:
Bachelor Degree in Early Childhood Education or Diploma and actively working towards a degree in Early Childhood Education.
Current "Provide first aid in an education and care setting" certificate or equivalent.
Current CPR certificate.
Current Police Check.
Current Working with Children Check number and clearance.
Current Class "C" Driver Licence.
WHS and EEO
Thorough knowledge of WHS and EEO practices and principles.

Key Physical Requirements (Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)

Standing/walking – Constant	Fine finger manipulations (keystrokes and writing) – Frequent
Squatting/kneeling/stooping – Frequent	Frequent
Bilateral Gross hand manipulations – Frequent	Sitting – Occasional
	Lifting/carrying 10kg to 15kg – Occasional

Immunisation Requirements

This position has been identified by Bland Shire Council's Work Health and Safety Committee as being at high risk of coming into contact with potential sources of infection as part of the normal duties. Therefore, under Council's Staff Vaccination Policy it is required as a condition of employment that position holders are immunised against Hepatitis A, Measles-Mumps-Rubella (MMR), and Pertussis, Varicella (Chickenpox) and Influenza to protect them against possible exposure to these viruses. This process must be initiated within 1 month of employment with immunity gained within 6 months of employment to retain the position.






Working With Children's Check

If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your Supervisor immediately.

Capabilities for the role

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". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at https://capability.lgnsw.org.au/local_government_capability_framework.pdf

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
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational
 Workforce Leadership	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Intermediate
	Optimise Workforce Contribution	Adept
	Procurement and Contracts	Intermediate

Core Capabilities

Act with Integrity: Be honest, ethical and professional, and prepared to speak up for what is right.

Community and Customer Focus: Commit to delivering customer and community focused service in line with strategic objectives.

Plan and Prioritise: Plan and organise work in line with organisational goals and adjust to changing priorities.

Technology and Information: Use technology and information to maximise efficiency and effectiveness.

Optimise workforce contributions: Hire and deploy people effectively and apply sound workforce planning principles.