



Position Description

Early Childhood Teacher

Position title

Early Childhood Teacher

Position number

CS10346

Department

Community Services

Classification

Level Band 1 – Band 3 dependent upon experience, Queensland Local Government Industry (Stream A) Award 2017 and Winton Shire Council Enterprise Bargain Agreement 2019 as varied

Terms of employment

Full time/Part Time/Casual

Supporting documents

Employee Code of Conduct

Workplace Health & Safety Responsibilities

Winton Shire Council Drug and Alcohol Policy

Organisational environment

Winton Shire Council's Mission Statement is:

"Through meaningful engagement, implement a range of strategies that cater to people from all walks of life, our community needs and aim to enrich our lifestyle and preserve our heritage".

Winton Shire Council's Vision is:

"To grow our community and explore exciting, new and innovative opportunities which will retain existing and attract new people with whom we can share our unique lifestyle and rich heritage".

Winton Shire Council's Corporate Values are:

Accountability:

The ethical concept associated with responsibility, enforcement, blameworthiness, transparent process, liability, and other terms associated with being answerable for the trust that is bestowed by those whom we serve.

Effectiveness:

The idea of carrying out a program or process that is entirely adequate to accomplish the purpose that has been identified as a goal or aspiration.

Efficiency:

The concept that in the process of pursuing or effecting any program, procedures, or task where all wastage is minimised.

Sustainability:

Is the capacity to maintain a certain process or state indefinitely? When applied in an economic context, a business is sustainable if it has accepted its practices for the use of renewable resources and is accountable for the environmental impact of its activities.

Meaningful Community Engagement:

Encompasses the principle of seeking the views and opinions of the Community. This is to be through an effective committee system and public consultation process as part of Council's decision making methodology.

Good Governance:

This describes the process of decision-making and the process by which decisions are implemented (or not implemented), hereby, public institutions conduct public affairs, manage public resources, and guarantee the realisation of human rights. Good governance accomplishes this in a manner essentially free of abuse and corruption and with due regard for the rule of law.

Ethical and Legal Behaviour:

Ethical behaviour is characterised by honesty, fairness, and equity in all interpersonal relationships. Ethical behaviour respects the dignity, diversity and rights of individuals and groups of people. When coupled with legal behaviours there is an expectation that there will be a penalty for conduct that breaches any law statute or regulation.

Organisational relationships

Reports to:

Directly: Child Care Director

Supervision of:

Assistant Children's Services Workers, Children's Services Workers, Group Leaders

Internal Liaisons

Assistant Children's Services Workers, Children's Services Workers, Group Leaders

External liaisons

Parents/Guardians of children; Government Departments related to Children's Services

Position objectives

Design and implement a Kindergarten program in line with the Queensland Kindergarten Learning Guideline.

Develop a thorough working knowledge and proficiency of administration tasks associated with all program delivery.

Organisational commitment

Corporate

All Local Government employees are required to comply with relevant Acts and regulations, Council's policies and procedures as amended from time to time.

Confidentiality and improper use of information

All Council documents and information are treated with complete confidentiality. Information gained during employment with Local Government must not be used to gain advantage, or to cause detriment to the Local Government.

Continuous quality improvement

All employees are encouraged to embrace the concept of Continuous Quality Improvement (CQI) within the workplace. This will encourage creativity and innovation and identify and implement improved ways of doing things through this structured process.

Workplace Health and Safety

All employees have a duty under the *Workplace Health and Safety Act 2011* Section 28.

While at work all Winton Shire Council workers must:

- Take reasonable care for his or her own health and safety; and
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and

- Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

Qualifications/Licences/Tickets required

MANDATORY

- Minimum Bachelor of Education (Early Childhood), or Bachelor of Education (Primary) and at least one of the following – Diploma of Early Childhood Education and Care or Advanced Diploma Early Childhood Education and Care from a Registered Training Organisation.
- Current registration with the Queensland College of Teachers.
- Current Suitability Card (Blue Card) through Commission for Children and Young People or an Exemption Card for Registered Teachers.
- Current First Aid, CPR and Asthma and Anaphylaxis.

Additional requirements and working conditions

The following requirements and working conditions will be necessary in this role:

- Internal/External training inside or outside of work time for specific areas relating to the position is required.

Statement of key responsibilities and duties

The following key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities of the position are:

- Plan, implement, document and reflect on the daily program based on children's interests and the Queensland Learning Guidelines (QKLG) and continually updating records including daily observations of children in your care, including Individual Education Programs (IEP) for children with additional needs as required by the funding requirements.
- Supervise and mentor other staff to enable them to provide a program in line with EYLF to ensure Children:
 - have a strong sense of identity.
 - are connected with and contribute to their world.
 - have a strong sense of wellbeing.
 - are confident and involved learners; and
 - are effective communicators.
- Assist in the delivery of quality care which gives each child positive guidance and encouragement toward acceptable behaviour.
- Ensure the dignity and rights of each child being educated and cared for by the service are maintained at all times.

- Ensure the children are given the opportunity to become self-reliant and to develop self-esteem.
- Encourage the children to express themselves and their opinions.
- Administer medication and keep appropriate records as requested by the Centre Director.
- Undertaking the role of Responsible Person within the Centre.
- Relieve Centre Director in their short-term absence as required.
- Assist the Centre Director when required in the administration of the service.
- Provide a supportive and friendly relationship with parents founded on mutual respect.
- Implement the program in a flexible manner that is compatible with the child's needs and interests.
- Model a positive attitude of learning and curiosity about different ways of doing things, show a readiness to learn and discuss ideas; maintain a creative approach to teaching.
- Plan and prepare environment, set up interest centres, prepare and clear away materials and supplies.
- Share cleaning responsibilities relating to the group and then with other staff in other areas of the Centre.
- Share positive information about the children with their parents;
- Provide a warm and caring environment.
- Participate in parent interviews when requested.
- Embrace and contribute to our strong commitment to sustainable practices.
- Develop a co-operative relationship with all members of staff, have an awareness of their skills and strengths and work towards building a supportive relationship with them.
- Prepare and run short courses as requested.
- Any other duties as directed by the Centre Director, relevant to the position and within the capabilities of the employee.

Key selection criteria

The applicant's suitability for this role will be assessed against the following competencies:

Selection Criteria 1

Demonstrated excellence in engaging with an emergent curriculum and knowledge and application of the Queensland Kindergarten Learning Guidelines (QKLG), Early Years Learning Framework (EYLF) and National Quality Framework (NQF).

Selection Criteria 2

Demonstrated ability to plan, document, implement, and critically reflect on a high-quality play-based early childhood education program.

Selection Criteria 3

Effective interpersonal and communication skills and a proven ability to establish effective partnerships, work collaboratively and to engage in and shared decision making with co-workers and management.

Selection Criteria 4

Demonstrated ability to develop strong relationships with families and make community connections.

Selection Criteria 5

Willingness to participate in all relevant aspects of the daily operations of the Childcare Centre.

Other relevant information

- The selected applicant will be subject to a criminal history check – undertaken and paid for by Council.
- The selected applicant will be required to undertake a pre-medical assessment to prove that they are medically fit to carry out the duties and responsibilities of the position with Council covering the cost.
- This position will be subject to a minimum probationary period of three (3) months. The applicant's employment will undergo a review at the end of the probationary period and a recommendation will be made to the Chief Executive Officer regarding permanent employment in the position.
- The selected applicant may be required to provide Winton Shire Council with a recent photograph of the person, at the time of the person's induction, for the purpose of creating a Winton Shire Council Employee Identity Card. Under (s138A) of the Queensland Local Government Act 2009 the employee has a legal obligation to hand any such identity card/s back to the employer within twenty-one days of termination of employment, unless the employee has a reasonable excuse.

In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

Authorisation

(This section to be completed with the successful applicant upon completion of the recruitment process)

By signing this authorisation, the successful applicant acknowledges that they have read this Position Description and understand the responsibilities associated with the position.

I,

accept the position of **Early Childhood Teacher** with the Winton Shire Council and the details as outlined in the Position Description.

I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

Signature:

Date