

## Early Childhood Teacher

**Anglicare Enterprise Agreement:** Community Sector Multiple Enterprise Agreement (ACT) 2009

**Classification:** N/A

**Usual Work Location:** Marulan or Goulburn NSW

**Usual hours of work:** Permanent Part-time positions

**Position Objective:** To be responsible for the development, implementation and evaluation of high quality educational programs suitable to the needs of the children and the Centre.

To work with the Director to implement innovative practices and promote quality outcomes for children.

### Key Requirements:

- The ability to engage and interact with children.
- The ability to communicate effectively with families.
- Develop a clear understanding of the routines and needs of individual children.
- The ability to work as both a leader and a member of a team.
- Excellent written and verbal communication skills.

- To be motivated to learn and improve practices.
- A desire to be the best you can be.

**Key experience:**

- Experience working in a long day care environment.
- An understanding of the needs of children and families and how to meet them.
- Excellent written and verbal communication skills.
- Programming and documentation skills.
- Demonstrated ability to work with a team.

**Key knowledge areas:**

- To ensure that all regulations, licensing guidelines, Anglicare policies and procedures are observed;
- To understand and be actively involved in the National Quality Improvement processes;
- Be aware of, and practice according to, the organisation's mission, objectives core values and strategies.
- Be aware of and practice according to the centre's philosophy and goals.
- Demonstrated understanding of all relevant external legislation & internal policies and procedures that relate to this position and the organisation.

**Key behaviours:**

- Recognises, anticipates, focuses on the needs of children
- Advocates for the rights of children

**Professional Development:**

- Continually develop both personally & professionally to meet the changing needs of your position, career & industry.
- Instigate and participate in professional conversations around early childhood theory, trends and policy changes.
- Attend all training sessions provided by the organisation and be actively involved in other training & development as required.

- Actively participate in the Performance Management process as required.
- Attend staff meetings, team development and planning seminars.
- Act in a professional manner at all times.
- Positively promote the organisation both internally & externally.
- To provide prompt and courteous service to all children, families, colleagues and the community.
- Maintain confidentiality on all issues relating to the organisation, the children, families & colleagues.
- Ensure processes are in place to communicate with staff and families regarding the program and routines.
- Treat all children & families with respect & equality, whilst being responsive to their needs.
- Maintain a professional and pleasing telephone manner and be responsive to telephone inquiries.
- Dress and personal presentation to reflect the organisation and/or industry standards and regulations at all times.

#### **Documentation:**

- Ensure that all documentation is accurate, completed and stored in a professional and timely manner.
- To be responsible for assessing and recording of the individual developmental progress of each child.
- To be responsible for the development, implementation and evaluation of an educational program suitable to the needs of the children at the Centre.

#### **Application:**

- To notify the centre Director or Children's Services Manager of any matters relating to concern for the well-being of any children;
- To endeavour to establish warm, nurturing relationships with each child and friendly, supportive relationships with parents;
- To be responsible for the assessing and recording of the developmental progress of each child;
- To be responsible for the development, implementation and evaluation of an educational program suitable to the needs of the children;
- To maintain up to date knowledge of the Early Years learning Framework and National Quality Standards that enables professional conversations between yourself, the Director and Educators
- To attend to children's personal hygiene and toileting throughout the day;
- To be responsible for cleanliness and tidiness of the Preschool;

- To be responsible for the safe storage and maintenance of play equipment, and notify the Director of any defects;
- To ensure that all regulations, licensing guidelines, and all policies and procedures are observed;
- To provide a safe, physical environment;
- To be responsible for the preparation of and cleaning up after children's activities, morning and afternoon tea and lunch, as required;
- To work as a member of the Preschool team;
- To be actively involved in the Quality Improvement Program;
- To positively promote the Centre to the general public;
- To perform other such duties as the Preschool Director may from time to time if required.
- In addition to these responsibilities and duties, you are expected to undertake such other responsibilities and duties that may from time to time be assigned by Anglicare.

**Teamwork:**

- Be aware of, and practice according to, the organisation's mission, objectives core values and strategies.
- Demonstrate the ability to work consistently and provide positive direction within a team to achieve team goals.
- Work harmoniously with other team members to achieve excellence in every aspect of service delivery.
- Resolve any workplace conflict in a professional manner and through the correct organisational processes.
- Maintain and initiate regular and professional communication with all relevant colleagues and managers.

**Continuous Improvement:**

- Demonstrated understanding of all relevant external legislation & internal policies and procedures that relate to this position and the organisation.
- Participate in and contribute to quality improvement programs and other organisational activities to meet Early Childhood and Accreditation Standards.
- Participate and contribute in occupational health and safety activities to ensure a safe work environment for children, families, staff and visitors.

**Personal and Professional Development:**

- Engages in and instigates professional development, conversations and research.
- Communicates clearly and accurately – listens to and understands the views of others.
- Promote the achievement of results through cooperation, and joint efforts between team members.
- Establish cooperative and productive relationships by understanding and responding to the needs of others.

**Essential criteria:**

- Bachelor of Early Childhood Education Degree– 4 years or Working Toward a Bachelor of Early Childhood Education Qualification
- Current First Aid Certificate Including CPR, Asthma and Anaphylaxis
- Working with Children Check
- Experience in an Early Childhood setting

**Reports to:** Centre Director