

Position Description

Early Childhood Teacher

Classification	Level 5
Status	Permanent part-time
Reports to	Manager, Children's Services
Position Objectives	<ul style="list-style-type: none"> Assist with the development, implementation and reflection of a high-quality program based on service values and philosophy in collaboration with the Manager, educators and management, Inspire and mentor educators regarding the implementation of service pedagogy/program to ensure compliance of the National Quality Framework (NQF)- National Law and National Regulations, National Quality Standards and approved learning frameworks Build and maintain positive relationships with children, families, educators and staff to deliver best outcomes for families and children.
Last Review Date	August 24

About the Team

The Wind in the Willow's early childhood education centres provide high standards of education and care that exceed the National Quality Standards for children aged 0-5. Our children's services are based on a nationally recognised play-based curriculum and are delivered by a dedicated team of educators who are passionate about the quality of education and care they provide.

Role Responsibilities

- Assist with the planning, implementation and evaluation of a program for the service that is reflective of an approved learning framework; the Early Years Learning Framework (EYLF) ensuring that the early childhood program meets the goals of the framework to help children develop:
 - a strong sense of their identity
 - connections with their world
 - strong sense of wellbeing
 - confidence and involvement in their learning; and
 - effective communication skills
- Assist with the collection, recording and evaluation of children's records and observations, as required under the National Quality Standard and regulatory authority and ensure all educators within the service comply with these requirements
- Provide mentorship and supervision to educators that critically reflects on all aspects of the educational program, suggest improvements and support them to continue to evolve as an educator. Provide feedback regarding their conduct and work practices in relation to the service program creating a supportive workplace environment.
- Assist with the assessment of children's developmental progress against the learning outcomes, working with children, families and educators to achieve optimal learning and developmental outcomes
- Maintain and demonstrate an extensive knowledge of Child Protection legislation and its implications for the care and protection of children including ensuring the compliance as a mandated reporter in accordance with the service Child Protection policy and procedures.
- Ensure children are respected and their rights are being met (United Nations Convention Rights of the Child- CRC).

Workplace Health and Safety

All workers must:

Demonstrate a strong commitment to work health, safety, and wellbeing by taking care / action to ensure own safety and the safety of others by complying with WHS legislative requirements as well as Town of Bassendean policies, procedures, guidelines, instructions, and safety management systems

Other Job Requirements

The Town will assess applications and suitability against the above role responsibilities, leadership capability requirements and other requirements below.

Qualifications

- Bachelor of Education / Early Childhood or equivalent.
- Current Emergency First Aid response in an Education and Care Setting qualification
- Current ACECQA approved Anaphylaxis and emergency asthma management training

- Valid Working with Children Check
- Accredited Child Protection Training
- Teacher Accreditation as per state/territory requirements if applicable

Essential experience

- Minimum 5 years' experience working in an Early Childhood Service
- Be willing to accept the role of Responsible Person under the Education and Care Services National Law Application Bill 2010 and Education and Care Services National Regulations
- Demonstrated knowledge of the Early Years Learning Framework, Education and Care Services National Law (2010), Education and Care Services National Regulations (2011), Family Assistance Law (Child Care Subsidy 2018)

Agreement

The details contained in this document are an accurate statement of duties, responsibilities and other requirements of the job.

As the **employee**, I have reviewed and accept the statement of duties.

Name	Signature	Date	Checked by HR

As the **Manager** I have reviewed and confirm this is a current and relevant document.

Name	Signature	Date	Checked by HR

Capability Requirements

The following Capability Framework describes 16 capabilities across five core groups. Together the capability groups set out the core knowledge, skills, abilities and other attributes expected of this position.

Personal Attributes

Manage Self <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning</i>	Initiates action on team/unit projects, issues and opportunities Accepts and tackles demanding goals with drive and commitment Seeks opportunities to apply and develop strengths and skills Examines and reflects on own performance Seeks and responds well to feedback and guidance
Display Resilience and Adaptability <i>Express own views, persevere through challenges, and be flexible and willing to change</i>	Is flexible, showing initiative and responding quickly to change Accepts changed priorities and decisions and works to make the most of them Gives frank and honest feedback / advice Listens when challenged and seeks to understand criticisms before responding Raises and works through challenging issues and seeks alternatives Stays calm and acts constructively under pressure and in difficult situations
Act with Integrity <i>Be honest, ethical and professional, and prepared to speak up for what is right</i>	Acts honestly, ethically and with discretion and encourages others to do so Sets a tone of integrity and professionalism with customers and the team Supports others to uphold professional standards and to report inappropriate behaviour Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest
Demonstrate Accountability <i>Take responsibility for own actions, commit to safety, and act in line with legislation and policy</i>	Is prepared to make decisions within own level of authority Takes an active role in managing issues in the team Coaches team members to take responsibility and follow through Is committed to safe work practices and manages work health and safety risks Identifies and manages other risks in the workplace

Relationships

Communicate & Engage <i>Communicate clearly and respectfully, listen, and encourage input from others</i>	Tailors content, pitch and style of communication to the needs and level of understanding of the audience Clearly explains complex concepts and technical information Adjusts style and approach flexibly for different audiences Actively listens and encourages others to provide input Writes fluently and persuasively in a range of styles and formats
Community & Customer Focus <i>Commit to delivering customer and community focused services in line with strategic objectives</i>	Demonstrates a sound understanding of the interests and needs of customers and the community Takes responsibility for delivering quality customer-focused services Listens to customer and community needs and ensures responsiveness Builds relationships with customers and identifies improvements to services Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
Work Collaboratively <i>Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity</i>	Contributes to a culture of respect and understanding in the organisation Creates an atmosphere of trust and mutual respect within the team

	<p>Builds cooperation and overcomes barriers to sharing across teams/units</p> <p>Relates well to people at all levels and develops respectful working relationships across the organisation</p> <p>Identifies opportunities to work together with other teams/units</p> <p>Acts as a resource for other teams/units on complex or technical matters</p>
Influence & Negotiate <i>Persuade and gain commitment from others, and resolve issues and conflicts</i>	<p>Builds a network of work contacts/relationships inside and outside the organisation</p> <p>Approaches negotiations in the spirit of maintaining and strengthening relationships</p> <p>Negotiates from an informed and credible position</p> <p>Influences others with a fair and considered approach and sound arguments</p> <p>Encourages others to share and debate ideas</p>

Results

Plan & Prioritise <i>Plan and organise work in line with organisational goals, and adjust to changing priorities</i>	<p>Consults on and delivers team/unit goals and plans, with clear performance measures</p> <p>Takes into account organisational objectives when setting and reviewing team priorities and projects</p> <p>Scopes and manages projects effectively, including budgets, resources and timelines</p> <p>Manages risks effectively, minimising the impacts of variances from project plans</p> <p>Monitors progress, makes adjustments, and evaluates outcomes to inform future planning</p>
Think & Solve Problems <i>Think, analyse and consider the broader context to develop practical solutions</i>	<p>Draws on numerous sources of information, including past experience, when facing new problems</p> <p>Demonstrates an understanding of how individual issues relate to larger systems</p> <p>Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports</p> <p>Uses rigorous logic and a variety of problem solving methods to develop workable solutions</p> <p>Anticipates, identifies and addresses risks and issues with practical solutions</p> <p>Leads cross team/unit efforts to resolve common issues or barriers to effectiveness</p>
Create & Innovate <i>Encourage and suggest new ideas and show commitment to improving services and ways of working</i>	<p>Produces new ideas, approaches or insights</p> <p>Analyses successes and failures in the organisation for insights to inform improvement</p> <p>Identifies ways in which industry developments and trends impact on own business area</p> <p>Shows curiosity in the future of the community and region and thinks creatively about opportunities for the organisation</p> <p>Identifies, shares and encourages suggestions for organisational improvement</p> <p>Experiments to develop innovative solutions</p>
Deliver Results <i>Achieve results through efficient use of resources and a commitment to quality outcomes</i>	<p>Takes responsibility for the quality and timeliness of the team's work products</p> <p>Ensures team understands goals and expectations</p> <p>Shares the broader context for projects and tasks with the team</p> <p>Identifies resource needs, including team, budget, information and tools</p> <p>Allocates responsibilities and resources appropriately</p> <p>Gives team members appropriate flexibility to decide how to get the job done</p>

Resources

Finance <i>Be a responsible custodian of council funds and apply processes in line with legislation and policy</i>	<p>Uses basic financial terminology appropriately</p> <p>Considers the impact of funding allocations on business models, projects and budgets</p> <p>Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition</p> <p>Prepares and evaluates business cases with due regard for long term financial sustainability</p> <p>Applies high standards of financial probity with public monies and other resources</p> <p>Identifies, monitors and mitigates financial risks</p>
Assets & Tools <i>Use, allocate and maintain work tools appropriately and manage community assets responsibly</i>	<p>Contributes quality information about council and community assets to asset registers</p> <p>Prepares accurate asset maintenance and replacement costings in line with council plans and policies</p> <p>Is aware of asset management risks and actions to manage and mitigate these</p>
Technology & Information <i>Use technology and information to maximise efficiency and effectiveness</i>	<p>Selects appropriate technologies for projects and tasks</p> <p>Identifies ways to leverage the value of technology to achieve outcomes</p> <p>Ensures team understands their obligations to use technology appropriately</p> <p>Ensures team understands obligations to comply with records, information and knowledge management requirements</p>
Procurement & Contracts <i>Understand and apply procurement processes to ensure effective purchasing and contract performance</i>	<p>Prepares documents that clearly set out business requirements, deliverables and expectations of suppliers</p> <p>Delivers open, transparent, competitive and effective procurement processes</p> <p>Manages relationships with suppliers and contractors to ensure expectations are clear and business needs are met</p> <p>Takes appropriate actions to manage and mitigate procurement and contract management risks</p>