

Position Description

Early Childhood Teacher

Job family	Early Childhood Services
Reporting to	Prep 4 Preschool Manager
Directly supervising	NA
Date prepared	7 September 2023

Position Purpose

The Early Childhood Teacher is an active contributor to, the Prep for Preschool program team which provides educational supports for children aged 2- 4 years old who meet priority access criteria, children who have a disability or a developmental concern and are not yet access an early learning service. This role strengthens the engagement of children within early childhood services, promotes the importance of early childhood education to families and assist in a successful transition into an early childhood service.

This includes:

- Planning the fortnightly Prep 4 Preschool program offered to children and their families in collaboration with the allied health team and the Prep4Preschool Manager.
- Developing strong relationships with children reflecting child focused and strengths-based practice.
- Developing strong relationships that support and partner with families and the community.
- Writing and actively contributing to children's developmental summaries and individual family support plans.
- Contributing to the termly newsletter.
- Implementing best practice as per the Education and Care Services National Regulation and Law and the Early Years Learning Framework curriculum.
- Implementing the policies and procedures of Learning Links at all times.
- Working collaboratively with other staff towards continuous improvement in all aspects of the service's operations.
- Demonstrating effective interpersonal and communication skills when interacting with all stakeholders.

Document Control

Completed by: Prep 4 Preschool Manager	Date: 12/9/23
Reviewed by: Preschool Director	Date: 12/9/23

Employee sign off and acceptance

I have read, understand, and accept the expectations of the Early Childhood Teacher Role. I understand and accept my responsibilities under the Education and Care Services National Law and Regulations regarding the role of Early Childhood Teacher.

Employee:	Signature:	Date:
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This document was developed using Community Child Care Cooperative and the ACECQA Guide to the National Quality Standard.

The statements within this PD are intended to describe the general nature and level of the work being performed. This is not an exhaustive list of all duties and responsibilities associated with the position. Management reserves the right to amend and change responsibilities to meet business and organisational needs as necessary.

Please print this page only, sign your acceptance, and return this page only to the People and Culture Team at Learning Links