



POSITION DESCRIPTION

Early Childhood Teacher

EARLY CHILDHOOD TEACHER

POSITION TITLE:	Early Childhood Teacher
POSITION NUMBER:	5024
AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD CLASSIFICATION:	Above Award Contract Provisions of appointment pay level and progression to be in accordance with the applicable award
REPORTS TO:	Director Childcare
DEPARTMENT:	Community Development
LAST REVIEWED:	May 2021

ABOUT US

Our communities are famous throughout Australia for being the friendliest in North West Queensland. Our towns are well serviced, our natural resources are used wisely, our local economy is diverse and strong, and the local government administration works collaboratively with us to achieve our aspirations.

Our Commitment

We inspire people to create a better future.

Our Vision

Whether you live here or visit, you will see how much we value our natural beauty, how connected our communities are, and how balanced growth makes this the best place in the world.

We Value



Honesty



Integrity



Accountability

OBJECTIVE OF THIS ROLE

The Early Childhood Teacher is responsible for taking a leadership role in the development and implementation of a quality Kindergarten education program for young children in the Preschool (3-5yrs) at Curry Kids Early Learning Centre. This position also requires you to be the educational leader for the Centre by providing quality mentoring and support for all employees.

All employees are required to abide by the policies, Code of Conduct, procedures, philosophies and all statutory requirements of Cloncurry Shire Council ("Council") and Curry Kids Early Learning Centre while providing quality care and education for young children at the Centre.

REPORTING LINES

This position reports to the Director Curry Kids Early Learning Centre and liaises with key internal and external stakeholders.



POSITION DESCRIPTION

Early Childhood Teacher

GENERAL DUTIES AND RESPONSIBILITIES

- Needs to be create or key responsibilities broken down Oversee the supervision of students within the Centre as required;
- Be sensitive to the cultural and social backgrounds of families, their lifestyles and their child rearing practices;
- Maintain a commitment to work effectively as part of the Curry Kids Team and Council as a whole;
- Adopt and embrace the values of Curry Kids and Council;

KEY RESPONSIBILITIES IN THIS ROLE

This outlines the general duties and responsibilities of the position, but is not all encompassing:

- Ensure that a developmentally and educationally appropriate program is planned and implemented for each child in the Preschool (3-5yrs) room using the Queensland Kindergarten Guidelines and Early Years Learning Framework;
- Assess the needs of each child, monitor their progress and ensure school readiness;
- Positively interact with the children, nurturing their confidence and self-esteem giving each child individual attention and comfort as required;
- Participate in all care and education duties as required with all children at the Centre;
- Be the educational leader for the Centre by mentoring and coaching all educators to ensure Centre programming is meeting National Quality Standards;
- Act as an advocate for early childhood leadership within the Service and the wider community;
- Ensure the environment is maintained in a safe and hygienic state at all times;
- Participate in the promotion of the Centre to the local and wider communities;
- Ensure all communication is completed in a professional and polite manner;
- Follow and practice all Centre and Council policies and procedures which are in place;
- Other duties that may be reasonably expected within the scope of the position.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

- Excellent interpersonal, written and verbal communication skills with the ability to communicate with a diverse range of people with varying levels of education and understanding;
- Demonstrated leadership skills and the ability to provide mentoring to Centre staff;
- Well-developed analytical and problem-solving skills;
- Demonstrated ability to plan, work and manage time effectively with minimal supervision;
- Demonstrated understanding of confidentiality of information in relation to the Centre and Council as a whole;
- Demonstrated knowledge of early childhood development, programs, legislation and codes of practice as they relate to the position;
- Demonstrated knowledge of cultural, social, environmental and ethical considerations that may impact on the delivery of programs.

KEY SELECTION CRITERIA

- Demonstrated understanding of National Quality Standards, the Curriculum Frameworks, and Quality Improvement Plans and how they influence the learning and teaching program.
- Demonstrated ability to develop relationships with families that support and value family's expertise, beliefs and allows for families to be involved with and contribute to decision making about their child's learning and wellbeing.
- Demonstrated ability to document, monitor and assess child learning and to use this data to inform educational programs and practices for improved child guided learning.
- Demonstrated high level written and verbal communication skills and high-level interpersonal skills including the capacity to establish and maintain collaborative relationships with other employees and the broader community to focus on children's learning, wellbeing and engagement.
- Demonstrated behaviours and attitudes consistent with Curry Kids and Cloncurry Shire Council values, including a commitment and capacity to actively contribute to and manage professional relationships.



POSITION DESCRIPTION

Early Childhood Teacher

- Demonstrated commitment to continually improving teaching quality and capacity through the application of knowledge, skills and expertise derived from ongoing professional development and learning.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- A current Police Clearance
- Completion of Bachelor Early Childhood Education; **or**
- Completion of Diploma Early Childhood Education and Care (working towards ECT qualification with 50% completion); **or**
- Completion of a primary Teaching Qualification that includes at least a focus on children aged 5 to 8 years (e.g. a qualification with a focus on children aged 3 to 8 or 5 to 12); **and**
- Have a current registration with the Queensland College of Teachers (or accreditation in NSW); **and**
- Have an approved education and care diploma or higher qualification (e.g. approved graduate diploma) published on ACECQA'S qualification lists.
- Have a current First Aid, CPR and Anaphylaxis Certificate or the ability to acquire before commencement;
- Have a current Positive Notice Working with Children Blue Card or the ability to acquire before commencement;
- Demonstrated experience as an Early Years Teacher.

WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council Officers have an obligation to uphold workplace health and safety due diligence when working for the Council, Under Section 27 of the *Work Health and Safety Act 2011* ("Act")

To ensure that the person conducting the business or undertaking:

1. to acquire and keep up-to-date knowledge of work health and safety matters
2. to gain an understanding of the nature of the operations and generally of the hazards and risks associated with those operations
3. has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking
4. has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information
5. has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above.

Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date