

Position Description

Position Title	Early Childhood Teacher
Position No	6118
Directorate	Community
Department	Children, Youth and Family Services
Unit	Early Years
Appointment Type	Casual
Classification	Early Childhood Teacher – Early Education Employees Agreement 2020
Location	All employees may be directed to move either permanently or for temporary periods to other Early Years Services within the Shire due to operational requirements.
Reviewed by People and Wellbeing	June 2022
Employee – Name	Signature _____ Date / /

Position Objective

To deliver and lead a quality early childhood education program which complies with relevant regulations, quality standards, service philosophy, codes of practice and Council policies and procedures. To foster collaborative and positive relationships with educators, families and the community to meet the needs of children and service improvements.

Organisational Values

Macedon Ranges Shire Council is committed to the core values of respect, honesty, accountability, working together and innovation.

We will show **respect** for each other and other opinions and perspectives. We will be **honest** about issues and gaps we have identified and that there is room for improvement. We will show ownership and be **accountable** for the actions we identify. We will **work together** positively and constructively across our department and directorate. We will be **innovative** through being open to new ideas and ways of doing things. We are ready to adapt.

Key Responsibilities and Duties

Professional practice

- You may be required to act as a Responsible Person in the absence of the Nominated Supervisor.
- Operate the program in accordance with Education and Care Services National Law 2010 and the Educational and Care Services National Regulations 2011, National Quality Standards effective January 2012, and conditions for State funding guidelines.
- Contribute to the development of and implement actions of the Quality Improvement Plan.
- Comply with all relevant Council policies and procedures and contribute to the development and review of these documents.
- Uphold the Code of Ethics of appropriate and expected behaviour of early childhood professionals.
- Engage in professional development to maintain/develop professional knowledge and skills.

- Uphold the Victorian Institute of Teachers (VIT) - Professional Standards for Teachers.
- Commitment to Child Safe Standards and Reportable Conduct Scheme in accordance with the Macedon Ranges Shire Council Policies and Procedures.

Program development and delivery

- Plan and deliver a quality early childhood education program that reflects the principles, practices and learning outcomes described in the Victorian Early Years Learning & Development Framework (VEYLDF) and/or the National Early Learning Framework (EYLF).
- Ensure the early childhood education program is readily accessible and on display at the early childhood service.
- Establish and maintain documentation for individual and groups of children, which:
 - Reflect a holistic approach to children’s learning and development and capture key observations and interactions with children
 - Create a record of children’s learning including goals to inform program planning
 - Assist in the ongoing evaluation of the program and promotes an ongoing cycle of review where current practices are examined, outcomes reviewed and new ideas generated
 - Are utilised to inform the preparation of a transition-to-school statement for each child.
- Share information and submit documentation and data as required by the funding body.
- Collaborate with parents to refer children to appropriate professional practitioners or agencies, when the need for further assessment or support is considered necessary.

Collaboration and communication

- Create a welcoming atmosphere at the Early Years Service.
- Communicate with others in a respectful and friendly manner, modelling appropriate interactions.
- Respect the rights of others to confidentiality and privacy in accordance with relevant privacy legislation.
- Ensure communication is appropriate to the intended recipients.
- Recognise the expertise of families and encourage them to share in decision making about their child’s learning, development and wellbeing.

- Recognise the importance of diversity of families and children’s backgrounds and experience. Use this knowledge to ensure inclusive practices and programming.
- Create opportunities for open communication and positive relationships between educators and families:
 - Share information with parents about their own child’s learning and development in context of the program
 - Invite parental input to the program and the service, providing options for participation which considers individual family needs and background
 - Address concerns raised by parents and negotiate positive outcomes.
- Participate in, or lead, transition-to-school program/s and provide each family with support and information on transition-to-school statements and programs.
- Prepare the Transition-to-school statements annually in accordance with prescribed timelines.
- Participate in local early childhood networks and meetings as agreed by your Supervisor.

Teamwork

- Foster a supportive working environment.
- Recognise the benefits of a team approach for improving outcomes for children:
 - Share information and ideas
 - Involve colleagues in decision-making, planning and input into the educational program
 - Collaborative approach for open and reflective evaluation
 - Celebrate cooperation, innovation and diversity of the team.
- Develop the capacity of staff, under your supervision, as early childhood educators:
 - Monitor performance and regularly provide constructive feedback and annually undertake individual plans to support their learning and development
 - Model desired practices
 - Support all Educators involvement in program planning and documentation.
- Supervise and support students and volunteers.

Occupational Health and Safety and Risk Management

- Create, maintain and foster a safe work environment at all times.
- Perform all duties in a manner that ensure personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.
- Ensure staff follow safe work practices, procedures, instructions and rules at all times and report potential breaches.
- Ensure compliance with the provisions of the Occupational Health and Safety Regulations at all times.
- Ensure that identified risks are reported to line managers and identified risk reduction strategies are implemented.
- Ensure compliance with Council's Occupational Health & Safety and Risk Management Policy and Procedures.
- Ability to meet the inherent physical requirements of the position including participating in all activities involving children, such as bending, squatting/kneeling, lifting, sitting on floor, and moving quickly.

Child Safe Standards Commitment

To strengthen Council's commitment to child safety and wellbeing, all Macedon Ranges Shire Council staff are required to understand our Child Safety and Wellbeing policy and Code of Conduct to maintain and enhance the wellbeing of children within the shire.

Record Keeping

This position is responsible for ensuring that records are created which will adequately document the business activities in which they take part, and that the records created and received are captured into the appropriate and authorised recordkeeping systems in accordance with records management policy.

Organisational Relationships

Reports to	Nominated Supervisor Early Years Regional Team Leader
Supervises	Early Childhood Educators, Additional Assistants, students and volunteers
Internal Contacts	All other Council staff
External Contacts	Parents Students and tertiary organisations Officers from the Department of Education and Training and Department of Health and Human Services Community Service Organisations Local Schools Other Early Childhood professionals

Accountability and Extent of Authority

- Act in accord with relevant regulations, standards, codes and council policies and procedures.
- Communicate with the team prior to purchasing any equipment and goods relevant to the service, in keeping with the budget.
- Monitor and report issues in relation to maintenance of the building, playgrounds and equipment.

Judgement and Decision Making

- Ensure confidentiality of information.
- Ensure the health and safety, wellbeing and education of young children enrolled at the Early Years Service.
- Advise relevant Early Years staff of issues which may limit or adversely affect the program and/or operation of the Early Years Service.
- Support or recommend as appropriate, issues necessary to improve programs, processes or the development of children.

Specialist Knowledge and Skills

- A thorough knowledge of the theory of early childhood development and education and the ability to translate theoretical knowledge into practice.
- A thorough knowledge of the current Education and Care Services National Law and the Education and Care Services National Regulations.
- Knowledge and understanding of the Victorian Early Years Learning & Development Framework or an approved National Early Learning Framework.
- Knowledge and understanding of the National Quality Standards.
- Understand child development and family-centred practice.
- Well-developed communication skills including written and oral skills such as preparation of reports, documentation of programs, and communicating with parents and other Educators.
- Basic computer literacy including use of Microsoft applications such as Word and Outlook Email.
- Ability to adapt to varying situations and work outside.

Management Skills

- Effective time management skills and ability to coordinate responsibilities to enable the smooth and efficient running of the program.
- Able to supervise and delegate duties to co-educators, students and volunteers.
- Able to consult/negotiate with other early childhood educators for positive outcomes, effective teamwork and shared responsibilities.

Interpersonal Skills

- Ability to build strong positive professional relationships with service users.
- Able to work cooperatively as a team member.
- Ability to appropriately address concerns raised by families and colleagues and work to resolve issues and conflicts.
- Advanced listening and observation skills and the ability to provide advice in a non-judgemental way.
- Understanding of the need to maintain strict confidentiality where required and a demonstrated capacity to do this.
- Experience working inclusively with children who have additional needs.

- Experience and knowledge working with families from diverse backgrounds and experience.
- Demonstrate initiative, responsiveness and flexibility.

Qualifications and Experience

- Bachelor of Education (Early Childhood) or equivalent, in accordance with requirements of the Education and Care Services National Regulations 2011, Australian Children’s Education and Care Quality Authority (ACECQA).
- Current Provide an emergency first aid response in an education and care setting certificate (including Anaphylaxis and Asthma training).
- Experience in developing, implementing and evaluating early childhood care and education programs for individuals and groups of children, including the keeping of appropriate records.
- Demonstrated experience of work in early childhood services.
- Current VIT registration.
- Current Victorian Driver’s Licence.

Addressing Key Selection Criteria

The position description should be read very carefully as this describes the core duties and requirements of the position and outlines the criteria used as a basis for selecting the most appropriate person for the job. Unless specified it is mandatory to address the key selection criteria.

We recommend that rather than stating you can meet each criterion; give specific examples illustrating particular skills which will enable us to determine how you meet the criteria of the position.

Key Selection Criteria

1. Bachelor of Education (Early Childhood) or equivalent, in accordance with requirements of the Education and Care Services National Regulations 2011 and Australian Children’s Education and Care Quality Authority (ACECQA).
2. Experience in documenting observations for individual and groups of children and using these to inform children’s learning goals and program planning.

3. Demonstrated knowledge and capability in planning, implementing and evaluating a quality early childhood education program that is stimulating, engaging and enhances children's learning and development.
4. Experience with interacting with families and children from diverse backgrounds and experience using this knowledge to implement inclusive practices and programming.
5. Demonstrated ability to recognise the benefits of a team approach for improving outcomes for children.
6. Demonstrated ability to appropriately address concerns raised by families and colleagues and work to resolve issues and conflicts.
7. Demonstrated ability to collaborate with parents in referring children to appropriate professional practitioners or agencies.
8. Well-developed communication skills including written and oral skills including preparation of reports, documentation of programs, and communicating with parents and other Educators.
9. Be familiar with the Macedon Ranges Shire Council Values and be prepared to share and promote these values through behaviours at work.
10. Basic computer literacy including use of Microsoft applications such as Word and Outlook.
11. Hold a current Victorian Institute of Teaching (VIT) card prior to commencement.

Note: Appointment is subject to the successful completion of a National Police check.

Conditions of Employment

Employment conditions for all employees are in accordance with the current certified agreements at this council and employment contract or industrial agreement, organisational policies and procedures as amended.

Current certified agreements pertaining to Macedon Ranges Shire Council employees are:

- Macedon Ranges Shire Council Enterprise Agreement 2019
- Early Childhood Employees Agreement 2020

Arrangements specific to your employment and work place will be explained to you during the recruitment process. For further details Enterprise Agreements can be downloaded from www.fwa.gov.au.

You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor.

Application Process

The selection process has been designed to ensure that all eligible applicants have an equal opportunity to demonstrate their skills and suitability for the position. The selection process may include skills tests or work samples where appropriate, reference checking, psychological profiling, a medical examination or police check.

Appointment to positions within Macedon Ranges Shire Council is on the basis of merit.

More Information

The Contact Officer's name is stated on the Job Advertisement. If you have any queries, please contact this person so your questions can be addressed promptly. Speaking to the contact person may assist you in your decision on whether to apply for the position.

Privacy Statement - Recruitment

Personal and Health Information will be collected by Council during the recruitment process. The Personal and Health Information will be used solely by Council for this purpose. Council may disclose this information to other organisations if required by legislation. The applicant may apply to council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

Canvassing of Councillors and Council Officers

Canvassing of Councillors and Council Officers, either indirectly or directly that may influence the outcomes of this application may be deemed a disqualification.