

Position Description



POSITION DETAILS

Date of PD	25 September 2015
Position Title	Early Childhood Development Officer - Teacher
Position Grade	8
Group Business Unit	Community Services Social & Community Services
Reports to	Early Childhood Co-ordinator
Physical Requirements Category	Category 3 - Combined role with some Physical Requirements

POSITION OVERVIEW

This position will be responsible for the planning and implementation of an innovative educational program for children from 6 weeks to 6 years within the National Quality Framework.

To achieve this you will be expected to implement and evaluate a quality program with the children that is inclusive of the Early Years Learning Framework principles. You will be working as part of a multidisciplinary team where positive communication is paramount. Your work will enable Council to advocate for and promote the development of children and provide support to their families.

KEY RESPONSIBILITIES

Impact – Operational

- Plan, implement and evaluate an inclusive anti-bias program.
- Comply with program related legislation guidelines, Council policies, statutory obligations and the National Quality Framework principles.
- Participate in the review of asset maintenance and replacement.
- Keep records and portfolios responsively in accordance with the Privacy Act.
- Provide positive role models for children, students/trainees and staff.
- Supervise and assess students and prepare appropriate reports.
- Act as second in charge when required.
- Attend and Participate in staff meetings and staff development sessions outside normal hours as required.
- Ensure EEO, WHS and the principles for a culturally diverse society and Council policies are complied with at all times
- Contribute to improved customer service and organisational effectiveness, by acting ethically, honesty and with fairness.

Communication

- Promotion of positive interaction with staff, parents and children
- Attend staff meetings.

Innovation

- Promote centre staff effectiveness, community involvement and service delivery.
- Develop efficiencies in the use of administrative technology

Knowledge

Qualifications (Level)

- ACECQA Approved Early Childhood Teacher qualification
- First Aid Certificate (HLTAID004)
- Working With Children Check clearance number

Experience

- Previous experience working with children age 0 - 6 years old in an Education and Care Service
- Knowledge of the Education and Care Services National Regulations 2011
- Extensive knowledge and / or experience with the Early Years Learning Framework
- Knowledge of the National Quality Framework

Skills

- Well-developed ability to plan, implement and evaluate a child focused inclusive program
- Well-developed skills to work effectively in a team
- Well-developed communication skills
- The ability to work at other Council centres as required
- Comprehensive understanding of WHS

Acknowledgement:

I, acknowledge that I have read and understood the above position description and have been given a personal copy.

Signatures:

Employee's Signature Date:

Manager's Signature Date: