



## POSITION DESCRIPTION

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|--------------------------------|----------------------------|
| <b>Position Title</b>          | Early Childhood Teacher    |
| <b>Position Code</b>           | 1117                       |
| <b>Business Unit</b>           | Community Services         |
| <b>Work Group</b>              | Long Day Child Care Centre |
| <b>Position Classification</b> | Band 6                     |
| <b>Effective Date</b>          | March 2017                 |

### Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. In this context we have a vision to build the best sports, aquatics and events precinct in regional Victoria – bringing significant social, recreational, health and economic benefits to our community. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

### Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues. □
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

### 1. Position Objectives

1.1 To provide educational programs and practice for children aged 0-6 years, that is stimulating and engaging and enhances children's learning and development.

### 2. Working Relationships

|             |  |
|-------------|--|
| Reports to  |  |
| Supervisors |  |

### 3. Key Responsibilities

#### 3.1 Program

**3.1.1** Ensure that relationships with children are responsive, respectful and promotes children's sense of security and belonging.

**3.1.2** Critical reflection on children's learning and development, both as individuals and in groups, is regularly used to implement the program.

**3.1.3** Refer any concerns in relation to children's state of health, wellbeing or development to the Team Leader - Family & Early Childhood Services.

**3.1.4** Maintain a learning environment that focuses on safeguarding and promoting children's health and safety.

**3.1.5** Work within the legislative framework of the National Quality Framework and actively work towards achieving the highest rating possible.

#### 3.2 Parents

**3.2.1** Liaise with all families for effective information in relation to their children's individual needs e.g. religious or cultural practices, food intolerances / allergies and the day's activities, etc.

#### 3.3 Staff

**3.3.1** Attend staff meetings and in-services, and training courses deemed necessary and as requested.

**3.3.2** Communicate effectively with other staff, for efficient information exchange or prompt observance of family instructions.

**3.3.3** Act as a role model and give appropriate direction for other educators and students.

**3.3.4** Work cooperatively as a member of a team and be responsible to the Team Leader - Family & Early Childhood Services.

### 4. Core Physical Requirements

**4.1** Capacity to cope with loud noises, i.e. children laughing, crying, screaming, etc.

**4.2** Capacity to undertake education and care duties, which may include lifting, bending, squatting & kneeling, etc.

**4.3** Capacity to, on occasion, lift items unspecified in weight within individual limits.

## **5. Accountability and Extent of Authority**

**5.1** Accountable for managing program resources, supervising the activities of children and relevant staff.

**5.2** Authorised to liaise directly with families and effectively communicate information and outcomes.

**5.3** Accountable for the efficient and effective use of Council resources.

## **6. Judgement and Decision Making**

**6.1** Guidance from the Team Leader - Family & Early Childhood Services will normally be available within the time required to make a choice.

**6.2** The position will involve situations in which judgements and decisions will normally be made using standard procedures and guidelines plus the application of professional knowledge and practical experience.

## **7. Knowledge and Skills**

### **7.1 Specialist Skills and Knowledge**

**7.1.1** Developed skills to implement educational program and practice that promotes children's learning across five learning outcomes.

**7.1.2** Specialist knowledge and comprehension of child development and behaviour.

**7.1.3** Knowledge of and ability to implement appropriate health and safety hygiene practices.

**7.1.4** Competent and sound knowledge of education and care practices with the ability to carry out these duties.

**7.1.5** Knowledge of the National Quality Framework and ability to adapt work practices to meet required standards.

## **7.2 Management Skills**

**7.2.1** Leadership and supervision skills.

**7.2.2** Good administrative skills and ability to develop and maintain accurate records.

**7.2.3** Developed time management skills.

## **7.3 Interpersonal Skills**

**7.3.1** Excellent verbal and written communication skills.

**7.3.2** Proven ability to work cooperatively as part of a team and to be approachable for staff and families.

**7.3.3** Good conflict resolution skills and ability to apply these techniques to situations.

**7.3.4** Ability to be objective.

**7.3.5** Ability to apply clear and logical thinking in problem solving.

## **8. Qualifications and Experience**

**8.1** Relevant experience in centre based education and care preferred but not essential.

**8.2** A current and satisfactory Police Record check, Working with Children check and Victorian Institute of Teachers (VIT) registration.

**8.3** Approved Early Childhood Teaching qualification.

**8.4** Current approved qualifications and training in: First Aid, anaphylaxis management and emergency asthma management.

## **9. Key Selection Criteria**

**9.1** Developed and proven leadership skills.

**9.2** Demonstrated conflict resolution and problem solving skills.

**9.3** Demonstrated ability to work cooperatively as part of a team.

**9.4** A current and satisfactory Police Record check, Working With Children check and Victorian Institute of Teachers (VIT) registration.

**9.5** Approved Early Childhood teaching qualification.

**9.6** Excellent verbal and written communication skills.

**9.7** Demonstrated ability to develop an appropriate service for 0 - 6 year old children.

**9.8** Current approved qualifications and training in: First Aid, anaphylaxis management and emergency asthma management

**Authorised by: Director –**

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**Date:**

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**Employee's Signature:**

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**Date:**

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