



POSITION DESCRIPTION

Department: Children’s Services
Position: Early Childhood Teacher
Position Classification Level: Early Childhood Teacher Classification (as per Northside’s Enterprise Agreement)
Reports to: Early Childhood Centre Director
Employment Specifics: Full-time - Ongoing

NORTHSIDE COMMUNITY SERVICE VISION, MISSION AND VALUES

Vision: A community where everyone matters and has the opportunity to fulfil their potential.

Mission: Provide exceptional early learning that gives the strongest start in life to children, and work with extraordinary people to strengthen their connection and access to home and community.

Values:	Courage	Integrity	Choice	Innovation	Collaboration
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POSITION OBJECTIVE

Reporting to the Centre Director, the Early Childhood Teacher role has the responsibility to:

- develop warm, respectful relationships with children that ensure their learning and wellbeing, while upholding the rights and dignity of all children;
- ensure the maintaining of safe and inviting environments that encourage children’s active engagement in the learning program;
- provide pedagogical excellence and demonstration of expert teaching skills and to provide ongoing support and assistance to the Centre Director to ensure compliance with National Quality Framework at all times.

KEY RESPONSIBILITIES AND DUTIES

All key responsibilities and duties are based on the National Law and Regulations, the Principles, Practices and outcomes detailed in the Early Years Learning Framework and the National Quality Framework. All Early Childhood Teachers are expected to have a working knowledge of these documents, which should underpin their pedagogy and together with the Centre philosophy, directly reflect their relationships with children, families and colleagues.

- Demonstrate comprehensive knowledge and practice reflected by developing innovative programs of curriculum and being responsive to emerging trends and issues within early childhood education, service and the community.
- Exercise professional judgement, sound decision making and assessment skills to supervise processes for approving the operation of Early Childhood Education services and associated monitoring, compliance and enforcement through the exercise of relevant statutory delegations and in accordance with relevant legislation, policies and procedures.

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- Provide educational leadership support to the Centre Director and contribute to the professional growth of others that directly links to the improvement of quality at the Centre.
- Share information with families relating to educational programs through parent information evenings, curriculum nights, open days, newsletter articles, Centre tours and interviews.
- Guide and support educators to build capability, provide curriculum direction and ensure children achieve the outcomes of the approved learning framework including:
 - accurately and meaningfully documenting children’s experiences and discuss how this information can be used to extend the children’s learning.
 - employing a diverse range of teaching strategies including intentional teaching and reflective practice in daily activities.
- Build trusting professional relationships with the educators through successful monitoring, mentoring and support.
- Assist the Centre Director in matters relating to leadership, pedagogical leadership, management and support within Children’s Services at Northside.
- Promote health, wellbeing and encouraging educational environment for children in the Centre.
- Support educators to understand the National Quality Framework and incorporate in practice along with the philosophy, policies and procedures of the organization through the provision of professional learning opportunities and mentoring.
- Work collaboratively with other teams across Northside Community Service and other early childhood professionals/agencies in the community.
- Work with the community to strengthen ties between agencies and services, including links to the Aboriginal and Torres Strait Islander and CALD communities.
- Undertake other relevant duties as directed, consistent with the employee’s skill, competence and training.
- Apply and uphold principles of equity and anti-discrimination in the workplace and adhere to organisational and legislative Health, Safety and Environment requirements.

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

1. High level knowledge of the National Quality Framework and Standards, the service philosophy of Education and Care with the National Early Years Learning Framework and committed to the implementation of these processes. Working knowledge of all statutory requirements, licensing and legislation relating to the provision of Children’s Services.
2. Highly motivated and committed individual with an ability to work independently and in a team environment.
3. Well-developed written and oral communication and interpersonal skills to ensure the smooth running of the service and healthy team environment.
4. Demonstrated ability to analyse complex Early Childhood Education and Care practice issues and to effectively contribute to the development of and supervise the implementation of strategies to address these issues, including supporting best practice through demonstrated application of a knowledge of early childhood development, pedagogy and learning frameworks to enable continuous quality improvement.
5. Demonstrated ability to provide ongoing support to the Centre Director (Nominated Supervisor and Educational Leader) in all areas of administrative procedures, curriculum development, family and community liaison and staff professional development.
6. Effective problem solving and negotiation skills.
7. Demonstrated experience in guiding the activities of employees engaged in the implementation and evaluation of developmentally appropriate programs.

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8. Demonstrated ability to develop and maintain culturally appropriate relationships with a diverse range of services providers, internal and external stakeholders by encouraging and recognizing the value of such diversity.
9. A sound understanding of Work Health and Safety legislation and its implication to ensure a safe and healthy work environment in Children's Services

QUALIFICATIONS AND/OR TRAINING

- Degree qualified in Early Childhood Teaching approved by ACECQA
- First aid training as prescribed in the Education and Care Services National Law Act 2010
- Asthma and Anaphylaxis Management training
- Food Safety, Handling and Hygiene training (as applicable)

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

- Prolonged periods of sitting at a desk and working on a computer.
- Regular lifting, manual handling tasks (lifting and moving boxes/items).

GENERAL EMPLOYMENT INFORMATION

Northside Community Service is a child-safe organisation. We actively promote the safety and wellbeing of children and all Northside staff are committed to protecting children from abuse or harm.

Northside Community Service is an Equal Opportunity Employer. We value diversity and are committed to workforce diversity and equal opportunity. We recognise that the provision of supportive, safe and harassment free workplace is essential to high performance and promote flexible work, diversity and safety.

All Northside staff and volunteers are required to:

- Act at all times in accordance with the Code of Conduct and all relevant policies and procedures
- Comply with the work health and safety policy & procedure
- Undertake a national police check prior to commencement and every 3 years thereafter
- Undertake screening for suitability to work with children, youth and vulnerable people
- Comply with the National Principles for Child Safe Organisations, the Reportable Conduct Scheme for the ACT and other relevant legislative requirements

SIGNATURE

Employee signature below indicates the employee's understanding and acceptance of this position description.

Employee Name		Date	
Employee Signature			

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