

## Position Description

<b>Position:</b>	Early Childhood Teacher
<b>Incumbent:</b>	Vacant
<b>Key Result Area:</b>	Community wellbeing
<b>Classification:</b>	Relief Early Childhood Teacher
<b>Award name:</b>	Education Employees Agreement 2016
<b>Hours:</b>	Casual
<b>Employment status:</b>	Casual
<b>Worksite location:</b>	Tallangatta Early Years Learning Centre and Towong Shire Kindergartens
<b>Reports to:</b>	Manager Community Services
<b>Supervises:</b>	Early Childhood Educators
<b>Approved by:</b>	Chief Executive Officer
<b>Date approved:</b>	July 2017
<b>Document type:</b>	Position Description
<b>Reference:</b>	Personnel

## Position Objectives

- Provide a high standard developmentally based educational program to meet the needs of children attending the Early Years Learning Centre and Kindergartens.
- Continually improve the quality of service and operating systems of the Early Years Learning Centre and Kindergartens.
- Demonstrate positive and supportive behaviours, consistent with Council's values, towards all staff, contractors and Councillors.
- Embrace innovation, technology and sustainability in delivering the objectives and key responsibilities of the role.

## Key Responsibilities

- Plan, implement and evaluate an appropriate educational program to meet the needs of local children attending the Early Years Learning Centre and Kindergartens.
- Ensure that the Early Years Learning Centre and Kindergartens operates in accordance with regulations and conditions of subsidy determined by the Department of Human Services and in accordance with Council Policy.
- Manage the administrative aspects of the management of the Early Years Learning Centre or Kindergarten. This includes issues such as timesheets, leave forms, work plan reviews and forms required by the DEECD.
- Liaise and co-operate with relevant service providers involved in children's services within the Council district and in the field of early childhood and family services to ensure that the educational needs of children are met effectively.
- Supervise the activities of the Early Years Educators to ensure that the Educational program is properly implemented.
- Provide support and guidance to parents in relation to education of their children.
- Liaise closely with the Kindergarten Advisory Committee, Parents and Towong Shire Council. Attend meetings and provide reports so that parents are involved with and understand program objectives.
- Liaise closely with the Children's Services Adviser, Department of Human Services, to ensure that development, planning and implementation of programs is relevant and appropriate.
- Provide and maintain appropriate financial, administrative and developmental records.
- Provide monthly and annual reports concerning operation of the Kindergarten to the Committee and Council.
- Promote the Early Years Learning Centre and Kindergartens within the community so that the aims and objectives are clearly understood.

## Risk Management

- Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level.
- Ensure compliance with the Information Privacy Act 2000 and treat all information of a sensitive nature concerning the business of Council, Ratepayers or Residents in a professional and confidential manner.

## Occupational Health and Safety

- Ensure Council's Occupational Health and Safety Policy and Procedures are observed and complied with at a personal level.
- Ensure that no actions taken by the officer interfere with or place at risk the health and safety of any person at the workplace.

## Other

- Fulfill any other duties as directed by the Manager Community Services that are reasonably within the limits of the employee's skills, competence and training.

### **Qualification and Experience**

- Bachelor of Teaching (Early Childhood) or Bachelor Early Childhood Education Experience and proven ability in teaching pre-school environment.
- Experience in working with parent groups.
- Some supervisory experience would be an advantage.
- Satisfactory Police and Working with Children Check.

### **Accountability and Extent of Authority**

- Under the guidance of the Manager Community Services, authority is extended to decision and policy making within areas managed not requiring a direct Council resolution, within the constraints of the Council Plan, policy and delegations, statutory obligations and budget.

### **Judgment and Decision Making Skills**

- A high level of judgment and decision making is required within the accountability and extent of authority of the position.

### **Specialist Skills and Knowledge**

- Conceptual skills and knowledge to develop and deliver appropriate educational programs and teaching methods.
- Organisational skills and knowledge which enable methods and programs to be prepared for the teaching sessions.
- Practical teaching skills and knowledge which enable kindergarten children to learn as quickly as possible and in accordance with their ability.
- Ability to operate planning, organising and teaching aids.

### **Management Skills**

- Ability to manage own time, set priorities and plan and organise one's own work to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.

### **Interpersonal Skills**

- Excellent written and oral skills.
- Ability to work as a team member, and maintain effective communication with staff.
- Ability to communicate within all levels of Council, community and external sources as required.

**Physical Working Conditions**

Type of Hazard	Frequency					
	Rarely		Regular		Often	
	1	2	3	4	5	6
Noise eg. chainsaw	X					
Manual Handling eg. lifting		X				
Operation of heavy machinery eg. tractor	X					
Confined spaces eg. sewerage lines	X					
Hazardous substances eg. herbicide	X					
Heat and exposure eg. outdoors				X		
Isolation eg. tip supervision	X					
Sedentary eg. computer operation		X				
Dusty environment eg. quarry	X					

Key: Rarely: once monthly for say ½ hour  
 Regularly: once weekly for say 1 - 2 hours  
 Often: once daily for say at least 3 hours

This position description has been approved by the Chief Executive Officer.

**Juliana Phelps**  
 Chief Executive Officer  
 Date: