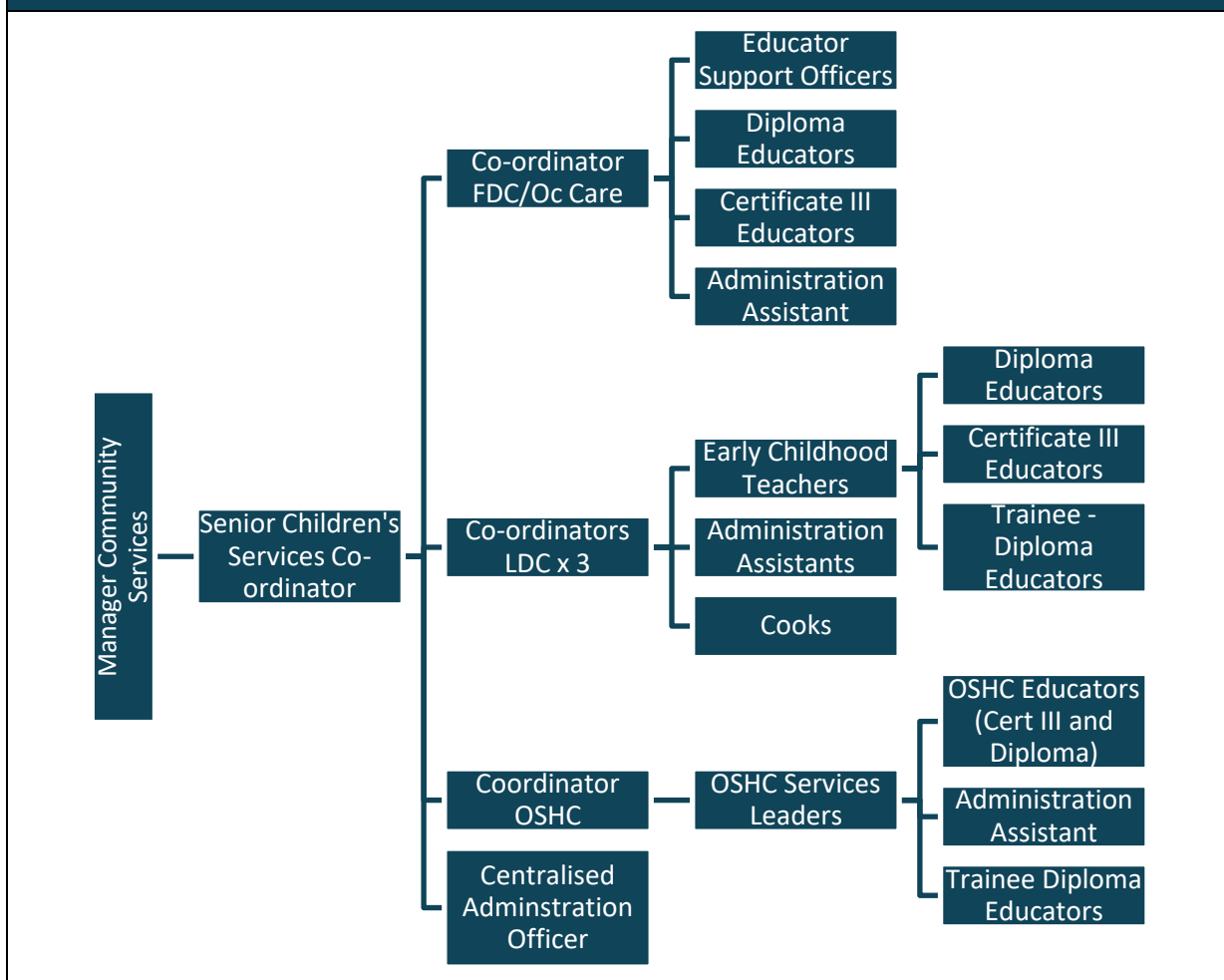


Position Title:	Early Childhood Teacher
Position Number:	4022, 4033, 4042, 4144
Division:	Community, Recreation and Cultural Services
Section:	Community Services – Children’s Services
Grade:	9
Delegations:	As allocated in the Delegations Register
Position FTE Hours:	35

Primary Purpose

- A leadership role in the provision of a safe, stimulating, healthy and caring education and care service which fosters and maximizes each child’s individual development potential. To be innovative in the role in developing educational curriculum that demonstrates the early learning practice outcomes outlined in the Early Years Learning Framework.
- To be placed in the day-to-day charge of an education and care service, as responsible person and/or educational leader.

Sectional Structure



Selection Criteria

Qualifications/Licences

- Recognised Early Childhood Teaching Degree (<https://www.acecqa.gov.au/qualifications/qualification-requirements>)
- Current Working With Children Check clearance
- Current Provide an Emergency First Aid Response in an Education and Care Setting certificate (HLTAID004) or equivalent

Skills and Experience

- Demonstrated leadership and supervisory skills and the ability to coach, mentor and manage staff
- High level communication skills both verbal and written including the capacity to interact with all levels of staff and the public while maintaining effective customer service and relationship management
- Ability to think strategically with a capacity for lateral thinking, creativity and problem solving
- Demonstrated commitment to the development of a culture of innovation and continuous improvement
- Excellent organisational and planning skills, including the capacity to work to deadlines and set priorities
- Demonstrated ability to work in accordance with the National Quality Framework in providing an education and care service
- Demonstrated ability to work and contribute as part of a team
- Demonstrated ability to model Council's key values and desired behaviours

Key Accountabilities/Duties

- Work with a team in the provision of an education and care service in line with the approved Delivery/Operational Plan, and in accordance with adopted standards, regulations, policies and procedures.
- Act as the Responsible Person and/or be appointed as Educational Leader for the service as required
- Lead the development and implementation of the educational curriculum as the Educational Leader for the education and care service.
- To support other educators with critical reflection on the practices of the service and assist to develop and implement a Quality Improvement Plan in accordance with the National Quality Standard
- To communicate effectively and ethically with members of the team and share knowledge to ensure contemporary research-based practices are occurring that meet legislative requirements
- To ensure that all children are provided with a warm, welcoming and nurturing environment and supported in their relationships with educators, themselves and other children
- To liaise with communities and families to advocate for and promote early education and care ensuring a collaborative approach to educating children
- Handle parent grievances appropriately and escalate to the Co-ordinator if necessary
- Undertake Enterprise Risk Management (ERM) Assessments and implement ERM action

plans

- Always ensure the safety of children and young people
- Uphold the culture, policies, procedures, and practice required in a child safe organisation
- Be aware of child safety risks relevant to the role and contribute to the management and mitigation of risks, proportionate to role and function
- Comply with Council's Child Safe Policy and Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
Personal Attributes	<p>Manage Self - Coaches "Shares It" <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning.</i></p> <ul style="list-style-type: none"> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
Relationships	<p>Communicate and Engage - Coaches "Shares it" <i>Communicate clearly and respectfully, listen, and encourage input from others.</i></p> <ul style="list-style-type: none"> • Tailors content, pitch and style of communication to the needs and level of understanding of the audience • Clearly explains complex concepts and technical information • Adjusts style and approach flexibly for different audiences • Actively listens and encourages others to provide input • Writes fluently and persuasively in a range of styles and formats <p>Customer Focus - Demonstrates "Achieves it" <i>Commit to delivering customer focused services in line with strategic objectives.</i></p> <ul style="list-style-type: none"> • Identifies and responds quickly to customer needs • Demonstrates a thorough knowledge of services provided • Puts the customer and community at the heart of work activities • Takes responsibility for resolving customer issues and needs
Results	<p>Plan and Prioritise - Coaches "Shares it" <i>Plan and organise work in line with organisational goals, and adjust to changing priorities.</i></p> <ul style="list-style-type: none"> • Consults on and delivers team/unit goals and plans, with clear performance measures • Takes into account organisational objectives when setting and reviewing team priorities and projects • Scopes and manages projects effectively, including budgets, resources and timelines • Manages risks effectively, minimising the impacts of variances from project plans • Monitors progress, makes adjustments, and evaluates outcomes to inform future planning
Technical	<p>Health, Safety and Environment - Demonstrates "Achieves it" <i>Identifying and/or preventing health and safety risks to self and others. Planning and delivering work that considers the environment.</i></p> <ul style="list-style-type: none"> • Takes responsibility for working safely, rather than relying on rules and policies • Speaks up when something is unsafe • Corrects safety hazards when identified • Always follows safety procedures • Reports health, safety and environmental issues and problems
Workforce Leadership	<p>Manage and Develop People - Foundational "Does it" <i>Engage and motivate staff, develop capability and potential in others.</i></p> <ul style="list-style-type: none"> • Clearly explains work required, expected behaviour and outputs • Gives regular feedback about positive behaviour and areas for improvement • Provides appropriate support to enable development • Recognises ongoing performance issues and seeks advice on managing them

Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's key values and behaviours are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – for employees with supervisory responsibility: leads by example, inspiring and motivating via constructive feedback and recognition. Encourages high performance by coaching, developing and managing people effectively

Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description

Name of Employee	
Signed by Employee:	
Date Signed:	