

3.1.4 EARLY CHILDHOOD TEACHER

*IACC Policy & Procedures Manual
Section 3 - Policies*

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| Responsible to: | The Board of Management of Illawarra Area Child Care Ltd |
| Reports to: | The Service Director |
| Salary & Conditions: | In accordance with IACC Teachers Collective Agreement 2012 |
| Essential Qualifications: | Diploma / Degree of Teaching (Early Childhood) or Equivalent. Current approved Senior First Aid Training Current approved Asthma Training Current approved Anaphylaxis Training Approved Child Protection Training |
| Physical Requirements: | Ability to lift loads of up to 20kgs. Bending, squatting, pushing, pulling, trunk twisting, kneeling, standing, and sitting for durations. |

General Responsibilities

- To comply with and ensure that the policies and procedures of IACC are implemented.
- To comply with the Education and Care Services National Law and Regulation and/or the Children (Education and Care) Services Supplementary Law and Regulation.
- To work as a Certified Supervisor / Responsible Person. To assist in the successful implementation of the National Quality Standards
- To work as a member of a co-operative team in order to provide an appropriate educational program for children. To organise a pleasant, welcoming and safe environment for children, families and employees.
- To ensure the service director is informed of any problems arising, which would affect the children of the smooth running of the service.
- To model and engage in reflective practice.
- To participate in ongoing professional development and training programs.
- To perform any other duties as required by the service director or IACC management.
- To practice the Code of Ethics of Early Childhood Australia as adopted by IACC
- To maintain appropriate levels of confidentiality

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- To keep up to date with current developments in the Early Childhood sector.
- To comply with legislation in relation to Education and Care and Protection.

Key Performance Indicators (KPIs)

| 1. Children | |
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| Responsibilities | Performance Measure |
| <ul style="list-style-type: none"> • To develop, deliver and evaluate in consultation with Families, Director, IACC and Service Educators a quality curriculum/program which is appropriate to the individual developmental needs and interest of the children reflecting the needs of the community and be culturally appropriate. • To support the principles of the Early Years Learning Framework (EYLF) in the context of the service. • To discuss with the director the specific needs of the families and children. • To ensure that the children are safe and supervised at all times. • To be responsive to children's additional needs/requirements i.e. cultural, physical, emotional, medical or dietary. • To form relationships with children which are comforting and nurturing. • To provide a safe, supportive, stimulating and educational environment where children, families and employees feel welcome. | <ul style="list-style-type: none"> • To maintain the necessary records of children and the curriculum as required by the Regulatory Authority and IACC. • Programs for children and documentation of children's learning reflect the implementation of the EYLF. • Positive Feedback from Families with respect to involvement with the needs of children. • A reduction in the number of preventable incidents. • Identifying, recording and developing initiatives to meet the individual needs of the children. • Environment encourages the involvement of children in individual or small group play for most of the day. • Noise level is appropriate and does not interfere with purposeful activity. |

| 2. Employees | |
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| Responsibilities | Performance Measure |
| <ul style="list-style-type: none"> • To support the director where necessary with the management and running of the service. • To attend and contribute to meetings, in-service programs and network meetings and disseminate the information to employees. • To support colleagues knowledge and understanding of children's development and planning for this. • To develop and maintain positive | <ul style="list-style-type: none"> • Ability to stand into the role of Service Director at short notice. • Ability to assume the role as the Responsible Person when required. • To attend regular team meetings in order to assist in the facilitation of effective communication, employee development and discussions on the management of and programming for the service. • Ability to assume and/or support the |

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| relationships with colleagues that is fair, professional, supportive and respectful. | <p>role of the Educational Leader.</p> <ul style="list-style-type: none"> • Understanding of current pedagogical thinking and research. • Works collaboratively with all colleagues. |
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3. Families and the Community

| Responsibilities | Performance Measure |
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| <ul style="list-style-type: none"> • To develop and maintain positive relationships with families. • To seek family involvement in the service, in developing and implementing the curriculum /program and various activities of the service. • To liaise with the community and be knowledgeable of resources within the area. | <ul style="list-style-type: none"> • Positive Feedback from families with respect to involvement with the needs of children. • Recommendations to the Service Director about wider involvement within the community. • Liaison with Early Childhood agencies. • Attendance of internal and external network meetings. |

4. Administration

| Responsibilities | Performance Measure |
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| <ul style="list-style-type: none"> • To assist in the implementation of the service's annual goals and objectives. • To be aware of all Regulatory requirements for the service. • To be aware of Government Regulations and Guidelines pertaining to children's services. • To be aware of and carry out administrative functions within then service when required. • Intermediate computer skills. | <ul style="list-style-type: none"> • Acknowledge and adhere to the goals and objectives of the service. • Maintain all Regulatory requirements. • Maintain Understanding of all Government Regulations and Guidelines pertaining to Children's Services. • Display and understanding of the Child Care Benefit System. • On time and up to date completion of delegated tasks. • Ability to use the computer to read and send emails, document children's learning, design templates and complete on time sheet. |

5. Work Health and Safety

| Responsibilities | Performance Measure |
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| <ul style="list-style-type: none"> • To assist the director in all duties relating to the maintenance and cleanliness of the service. • Responsible for personal health and safety. • To actively promote safe work practices. To notify the director and IACC management immediately about any | <ul style="list-style-type: none"> • Adhere to and promote the WHS Policies and Procedures of IACC • Identify and reports WHS problems, where evident, in processes or systems. • Attend to incidental cleaning and housekeeping. |

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| injury to themselves that may result in a worker's compensation claim. | |
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I understand and accept the duties and responsibilities of this job description

Employee Name _____

Employee Signature _____

Date _____

Supervisor Name _____

Supervisor Signature _____

Date _____