

3.2.2 Early Childhood Teacher

Job Title	Early Childhood Teacher	Job Category:	Early Childhood Services
Reports To:	Service Director	Salary and Conditions	ECTARC Teachers Collective Agreement
Location:	Illawarra & Shoalhaven regions	Position Type:	Full Time/Part Time Permanent
About Us			
<p>ECTARC is a long standing; community owned; proven; network of Early Childhood Services primarily located in the Illawarra and Shoalhaven regions of NSW. Combining long day care, occasional care and multipurpose facilities; ECTARC is committed to providing optimum work environments for its people and well-resourced environments for young children and their families. Positive relationships, collaborative approaches and developing cross cultural understanding is promoted through building understanding and respect. We encourage our services to be individual, inspiring, innovative and resourceful.</p>			
Our Values			
<ul style="list-style-type: none"> ❖ Quality early learning & education ❖ Respect and diversity ❖ Ethical practice ❖ Collaborative relationships ❖ Innovation and sustainability 			
Position Purpose			
<p>At ECTARC the Early Childhood Teacher to works as part of a passionate and capable team who are committed to enriching the futures of young children. The Early Childhood Teacher provides leadership in delivering high-quality educational, innovative and inclusive programs for young children. Working closely with the Service Director and Educational Leader you will lead and support pedagogical practice across the service and engage in service planning to ensure best outcomes for young children. This role involves a high level of emotional demand due to the emotional and physical demands of the workload, the Early Childhood Teacher will be required to adapt to unforeseen changes, respond to the emotional needs of others, prioritise tasks and manage time effectively.</p>			

Essential Qualifications for the Role

- Degree in Early Childhood Education
- NESAs Early Childhood Teacher Accreditation
- A Working with Children Check clearance number
- Current approved first aid qualification for early education and care HLTAID004
- Completed an approved child protection Statement of Attainment

General Responsibilities/Accountabilities

- To comply with and ensure that the policies and procedures of ECTARC are implemented.
- To comply with all Government Legislation and Regulations pertaining to Education and Care services.
- To be aware of and comply with Work Health and Safety Legislation.
- To work as a Responsible Person placed in day to day charge of the service.
- To actively participate in the Quality Improvement Process for the service, supporting a culture of reflective practice and continuous improvement against the National Quality Standards.
- To develop and promote professional relationships with colleagues and other stakeholders that are supportive and respectful.
- 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 or the smooth running of the service.
- To maintain appropriate levels of confidentiality and always protect the organisations intellectual property
- To participate in ongoing professional development and training programs.
- To practice ECTARC values and act to achieve the desired culture.
- To engage in professional practice within the service and across the organisation in accordance with the ECA Code of Ethics.
- Ensure ECTARC's child safety culture is promoted and implemented across the service.
- Accept and maintain responsibility for the ongoing safety and wellbeing of children and vulnerable people.
- Identify and respond to all child safety and wellbeing risks according to legislation and ECTARC policies and procedures.
- Be an advocate for young children, families and promote the value of early childhood education.
- To be able to undertake the physical requirements involved with the early childhood setting including lifting loads, bending, squatting, pushing, pulling, trunk twisting, kneeling and standing and sitting for durations
- To perform any other duties as required by the service director or ECTARC management consistent with the position.

Accountability	Descriptor	Measure
<p style="text-align: center;">Children</p>	<ul style="list-style-type: none"> - To develop, deliver and evaluate in consultation with families, director, ECTARC 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 model quality practice for other educators in the service and provide mentorship to colleagues. - 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 always safe and supervised. - 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 ECTARC. - 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.
<p style="text-align: center;">People and Culture</p>	<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 staff 	<ul style="list-style-type: none"> - Perform duties as requested by the Director to the best of their ability.

	<ul style="list-style-type: none"> - To alert ECTARC Management of the director's absences from the premises. - To support colleagues' knowledge and understanding of children's development and planning for this. - To develop and maintain positive relationships with colleagues that is fair, professional, supportive and respectful. - Participate in regular professional reflection to enhance performance and service delivery 	<ul style="list-style-type: none"> - Undertakes the role as the Responsible Person when required. - To lead the service in the absence of the Service Director. - Regular attendance and participation at team meetings. Supporting effective communication, continuous improvement, reflective practice and implementation of the educational program. - Engages in regular <i>Focus conversations with</i> supervisor. - Ability to assume and/or support the role of the Educational Leader. - Understanding of current pedagogical thinking and research. - Incidents of unacceptable behaviour - bullying, harassment and victimisation reported promptly. - Works collaboratively with all colleagues.
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<p>Families and the Community</p>	<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 attend and contribute to parent meetings/events when required. - 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.
<p>Services Management</p>	<ul style="list-style-type: none"> - To support the provision of a child safe environment and proactively respond to child safety and protection matters. - Actively contribute and support the services continuous improvement through the Quality Improvement Plan (QIP) - Maintain currency of early childhood knowledge to support continuous improvements for the service. - Ensure all policies and procedures are implemented to meet legislative and National Quality Framework (NQF) requirements. - To be aware of and carry out administrative functions within the service when required. - Able to utilise basic computer skills 	<ul style="list-style-type: none"> - All concerns are handled in a respectful and prompt manner. - Acknowledge and adhere to the goals and objectives of the service. - Maintain all legislative requirements. - Maintain understanding of all Government Regulations and Guidelines pertaining to Children’s Services. - Display an understanding of the Child Care Subsidy 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 and complete time sheet.

Child Safety	<ul style="list-style-type: none"> - Demonstrated awareness and commitment to ECTARC’s child safe culture - Maintain thorough knowledge of relevant Child Protection Law and proactively respond to child protection and wellbeing matters. 	<ul style="list-style-type: none"> - ECTARC’s <i>Child Safe- Code of Conduct</i> always adhered to . - Service responds to any concerns, disclosures, allegations or suspicions of harm.
Work Health and Safety	<ul style="list-style-type: none"> - To assist the director in all duties relating to the maintenance and cleanliness of the service. - Actively support the implementation of healthy and safe work practices and the wellbeing of self and others in the workplace. - To notify the director and ECTARC management immediately about any injury to themselves that may result in a worker’s compensation claim. 	<ul style="list-style-type: none"> - Adhere to and promote the WHS Policies and Procedures of ECTARC - Identify and reports WHS problems, where evident, in processes or systems. - ECTARC commitment to health and wellbeing visible in educator practice and relationships - Attend to incidental cleaning and housekeeping.

I understand and accept the duties and responsibilities of this job description

Employee Name _____ Supervisor Name _____

Employee Signature _____ Supervisor Signature _____

Date _____ Date _____