



POSITION DESCRIPTION

Position Title:	Early Childhood Teacher
Department:	Integrated Services
Date:	January 2018
Reporting To:	Director (Early Childhood Education and Care Centre)
Positions Reporting to this role:	Nil
Internal Liaisons:	ECEC staff, allied health professionals, health professionals, family day care staff, playgroup staff, business services staff, children and families.
External Liaisons:	Community organisations, councils, community services, ACECQA, tertiary institutions and others as required.

Company Overview

The Infants' Home Child and Family Services is a dynamic community-based organisation, with a long tradition and strong sense of contemporary pathways focussing on best practice and research initiatives. We provide integrated early childhood services in an inclusion ethos wherein 30% of our services are targeted to children and families experiencing a range of additional support needs.

The values of The Infants' Home Child & Family Services are integrity, diversity, collaboration and innovation. Central to the work of all staff is ethical practice, which includes:

- Demonstrating mutual respect for colleagues, children, families and management
- Maintaining confidentiality of information
- Using open and honest communication
- Being a supportive member of the program team and the organisation

Purpose/Key Objectives

The role of the Early Childhood Teacher is to:

- Inspire and motivate the team in the provision of an education and care program that meets the individual needs of children attending TIH.
- Uphold the rights of children through sound pedagogical practice.
- Demonstrate professional ethical practice across the team
- Model inclusive integrated service provision.

Responsibilities:

1. Compliance and Organisational Requirements

- Ensure activities within the area of responsibility comply with:
 - National law and regulations
 - Work Health and Safety legislation
 - National Quality Standards
 - Early Years Learning Framework
 - Child Protection legislation
 - The Infants' Home vision, mission, policies, procedures and strategic goals

2. Children

- Build relationships with children facilitating a sense of security, trust and safety.
- Promote a sense of belonging through engaging in meaningful, respectful and reciprocal interactions.
- Maintain the dignity and rights of every child at all times through maintaining high expectations of each child's capabilities (*page 141- NQS guide*).
- Uphold the organisation's principles of social justice and equity.
- Uphold The Infants' Home Children's Charter.

3. Documentation and Assessment of Children's Learning

- Assess each child's strengths, interests and development.
- Maintain individual children's portfolios that reflect critical insightful observations of children's play and learning.
- Understand and apply underpinning theories and current trends as they relate to children's learning and play.
- Mentor and supervise staff in their planning and development of children's portfolios.
- Plan, implement, monitor and evaluate programs for individual children and the group in consultation with team and with the input of the child & family.
- Understand and share knowledge with team members in regard to the impact of the third teacher.
- Supervise the upkeep of all educational resources.

4. Families

- Acknowledge families as a valuable resource and develop and maintain positive relationships with them based on mutual respect and open communication.
- Work collaboratively with families to understand their child's development and play preferences.
- Conduct parent interviews on child's development and as appropriate their readiness for school.
- Respond to concerns in a timely manner, directing them to the Director as appropriate.
- Refer families to appropriate services within The Infants' Home and/or external services and liaise with these services as necessary.
- Maintain confidentiality at all times.

5. Team Work

- Work with colleagues in a spirit of co-operation to maintain and continuously improve the standard of the service.
- Work in integrated and professional ways with allied health professionals, valuing the role of the interdisciplinary work and joint planning.
- Contribute to an atmosphere of trust and professional respect through an attitude of openness, tolerance, constructive conflict resolution processes and maintenance of confidentiality.
- Consult with Director to ensure staff to child ratios are covered at all times.
- Assist to recruit and orient new staff, casual staff, volunteers and students, explaining daily routines, expectations and tasks.
- Attend staff meetings and any professional training sessions identified by the Director.
- Accurately and promptly, communicate all messages and report all issues to the Director.

6. Administration

- Complete administration tasks associated with the role and keep records up to date as required.
- Participate in the development of policies, strategic plans and budgets.

7. Risk Management

- Follow policies and procedures to ensure compliance
- Maintain a safe, healthy and clean environment
- Identify hazards and take action to remove these hazards
- Ensure that all of the Work Health and Safety requirements are met
- Identify risks and report them in a timely manner

8. General

- Carry out all duties, responsibilities and specific tasks related to the shift being worked as well as specific duties allocated by the Manager, CEO.
- Follow daily routine as decided by the Team.
- Support the provision of student/volunteer placement.
- Participate in research as required.

9. Professional Conduct

- Exercise due care, skill and judgement and act at all times in accord with applicable professional ethics, principles, legislation and standards
- Be involved in regular performance appraisals, self-reflection and individual training plans.
- Work within The Infants' Home integration model.
- Maintain currency in early childhood trends and ideas.
- Maintain currency in legislative changes and the impact of these policies, procedures and practises.
- Attend and participate in meetings, events and information nights.
- Promote the understanding and application of diversity

Essential Criteria

Qualifications/Experience

- Bachelor of Teaching (Early Childhood Education) or Bachelor of Education (Early Childhood Education). NB: Qualification to be in line with The Infants' Home staffing standards policy.
- Current accreditation as 'Proficient Teacher' with NSW Education Standards Authority.
- Certified Supervisor in accordance with Children (Education and Care Services) National Law (NSW).
- Current Senior First Aid Certificate which includes Asthma and Anaphylaxis training.
- Child Protection training (chchild401a).
- Experience in managing staff.
- Experience working with children birth to school age, working in a team and within an Early Childhood Education and Care Centre.

Knowledge, Skills and Attitude

- Sound understanding of holistic approaches in working with children.
- Good written and verbal communication skills.
- Knowledge of the National Quality Framework.
- Commitment to the rights of children.
- Ability to critically reflect.
- Regular participation in and a commitment to in-service workshops and short courses in the care and education of young children.

Desirable Criteria

- Experience working within integrated services.
- Capacity and interest in working across all age groups.
- Understanding of inter disciplinary work.
- Commitment to personal growth and development.

Delegation of Duties

- As determined by the Integrated Services Manager.
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I have read and agree to undertake the duties as outlined:

Name

Signature

Date