



POSITION DESCRIPTION

Position Title:	Early Childhood Teacher
Department:	Children's Services
Date:	November 2025
Reporting To:	Centre Director – Early Childhood Education and Care
Internal Liaisons:	All staff
External Liaisons:	Community organisations, Councils, Community Services, The Australian Children's Education & Care Quality Authority (ACECQA), New South Wales Education Standards Authority (NESA), Educational Institutions, NSW Department of Education, and external training providers.

Company Overview

The Infants' Home Child and Family Services is a leading provider of high-quality early childhood education and care, allied health, community programs like playgroups and early intervention services for children and families. For over 150 years, the key focus of our work has been supporting families and children experiencing hardship or vulnerabilities to make a more positive future.

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.
- Uphold the rights of children through sound pedagogical practice and child safe practices.
- Demonstrate professional ethical practice across the team.
- Model inclusive integrated service provision.

Responsibilities:

1. Children & Families

- 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.
- Always maintaining the dignity and rights of every child through high expectations of their capabilities. Uphold the organisation's principles of social justice and equity.
- Uphold The Infants' Home Children's Charter.
- Embed the elements of The Infants' Home Practice Guide in your daily work with children and families.
- Recognise families as children's first and most influential teachers; engage in reciprocal partnerships built on respect and open communication.
- Work collaboratively with families to understand their child's development and play preferences.
- Communicate to families both formally and informally to discuss their child's development and as appropriate their readiness for school.
- Respond to concerns in a timely manner, directing them to the Centre Director as appropriate.
- Refer families to appropriate services within The Infants' Home and/or external services and liaise with these services as necessary.

2. Documentation and Assessment of Children's Learning

- Demonstrate a deep understanding of child development, recognising individual differences, cultural backgrounds, and learning needs.

- Plan and implement differentiated teaching strategies to support diverse learners, including children with additional needs.
- Engage in ongoing observation and documentation to inform curriculum decision-making.
- Apply knowledge of the Early Years Learning Framework (EYLF) and relevant learning theories in daily practice.
- Design learning experiences that integrate play-based pedagogy with intentional teaching.
- Ensure teaching reflects current research, best practice, and aligns with the National Quality Standard (NQS).
- Develop and deliver high-quality programs that scaffold children's learning and development across all EYLF outcomes.
- Collaborate with colleagues to design holistic and inclusive curriculum plans.
- Use reflective practice to evaluate and adapt teaching strategies for maximum effectiveness.
- Use formative and summative assessment strategies to track each child's progress against learning outcomes.
- Provide meaningful, constructive feedback to children and families to support learning partnerships.
- Prepare accurate, timely documentation and reports that inform planning and demonstrate children's learning journeys.
- Complete administration tasks associated with the role and keep records up to date as required.
- Participate in the development of policies and strategic plans.

3. Teamwork

- 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 the Centre 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 Centre Director.
- Accurately and promptly, communicate all messages and report all issues to the Director.

4. Compliance and Organisational Requirements

Ensure activities, interactions, and tasks within the area of responsibility comply with:

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| • Education and Care Services National law and regulations | • The Infants' Home vision, mission, policies, procedures, and strategic goals |
| • Work Health and Safety legislation | • Legislation (federal, state and territory laws) |
| • National Quality Standards | • Privacy Laws |
| • Early Years Learning Framework V2.0 | • Industrial instruments |
| • The Child Safe Standards and child protection legislation (mandatory reporting obligations) | • Common law |
| • The Infants' Home Practice Guide | • NSW Workers Compensation Act 1987 |
| | • Workplace Injury Management and Workers Compensation Act 1998 |
| | • Fair Work Act 2009 |

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.
- Attend and participate in meetings, events, and information sessions.
- Promote the understanding and application of integrity, inclusion, partnership, excellence, discovery, and diversity.

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 Work Health and Safety requirements are met.
- Identify risks and report them in a timely manner.

General

- Carry out all duties, responsibilities and specific tasks related to the shift being worked as well as specific duties allocated by the Centre Director, Head of Children's Services, and/or the Chief Executive Officer.
- Engage with and become competent in the use of all digital platforms used in the day-to-day operations of the service and program, including but not limited to, Humanforce (HRIS system), Office365 suite and applications, Xplor/playground.
- The Infants' Home reserves the right to add or amend your duties and responsibilities in accordance with changing circumstances and operational needs within the boundaries of your skill and competence. Any such changes may be reflected in changes to your Position Description made at the discretion of The Infants' Home.

Essential Criteria

- ACECQA approved early childhood teaching qualification.
- Current NESA accreditation.
- Approved Child Protection training (CHCPRT001 or CHCPRT025).
- Current First Aid Certificate (HLTAID012).
- Food Handler Basics Certificate.
- Completion of national child safety training through Gecco.
- Demonstrated experience working with children from birth to school age in an Early Childhood Education and Care setting.
- Strong knowledge of the National Quality Framework, including the National Quality Standard and Early Years Learning Framework.
- Demonstrated understanding of child development, holistic practice, play-based pedagogy, intentional teaching and inclusive approaches to learning.
- Demonstrated commitment to children's rights, child safety, equity and high expectations for every child.
- Strong written and verbal communication skills, including the ability to build respectful partnerships with children, families, colleagues and external professionals.
- Demonstrated ability to work effectively as part of a team, including supporting the practice of other educators through reflection, collaboration and professional conversation.
- Demonstrated ability to critically reflect, adapt practice and contribute to ongoing quality improvement.
- Commitment to ongoing professional learning and development in early childhood education.
- Experience or genuine interest in integrated service delivery, interdisciplinary practice, family support and working across age groups in the early years.

Please note, all employees at The Infants' Home are required to have valid working rights in Australia, and a current NSW Working with Children Check.

I have read and agree to undertake the duties as outlined:

Name

Signature

Date