

POSITION DESCRIPTION

Title:	Early Childhood Teacher - Certified Supervisor
Enterprise Agreement:	ACT Early Childhood Centre's Certified Agreement 2012
Classification:	Early Education and Care Employee Level 4 (with above award payment)
Usual Work Location:	Anglicare at Southern Cross Early Childhood School
Cost Centre:	138
Usual hours of work:	up to 48 hrs
Position Objective:	Early Childhood Teacher Room Leader To be responsible for the development, implementation and evaluation of high quality educational programs suitable to the needs of the children and the Centre. To work with the Director to implement innovative practices that promote quality outcomes for children.
Essential Qualifications:	Bachelor of Education Degree in Early Childhood – 4 years Current First Aid Certificate Current Working with Vulnerable People Card

Position Responsibilities:

Personal and Professional Development:

- Continually develop both personally & professionally to meet the changing needs of your position, career & industry.
- Instigate and participate in professional conversations around early childhood theory, trends and policy changes.
- Attend all training sessions provided by the organisation and be actively involved in other training & development as required.
- Actively participate in the Performance Management process as required.
- Attend staff meetings, team development and planning seminars.

Communication:

- Act in a professional manner at all times.
- Positively promote the organisation both internally & externally.
- To provide prompt and courteous service to all children, families, colleagues and the community.
- Maintain confidentiality on all issues relating to the organisation, the children, families & colleagues.
- Ensure processes are in place to communicate with staff and families regarding the program and routines.
- Treat all children & families with respect & equality, whilst being responsive to their needs.
- Maintain a professional and pleasing telephone manner and be responsive to telephone inquiries.
- Dress and personal presentation to reflect the organisation and/or industry standards and regulations at all times.

Documentation:

- Ensure that all documentation is accurate, completed and stored in a professional and timely manner.
- To be responsible for assessing and recording of the individual developmental progress of each child.
- To be responsible for the development, implementation and evaluation of an educational program suitable to the needs of the children at the Centre.

- To maintain appropriate and up to date records as recommended by legislation, centre policies and procedures.

Application:

- To notify the centre Director or Children's Services Manager of any matters relating to concern for the well-being of any children;
- To endeavour to establish warm, nurturing relationships with each child and friendly, supportive relationships with parents;
- To be responsible for the assessing and recording of the developmental progress of each child;
- To be responsible for the development, implementation and evaluation of an educational program suitable to the needs of the children;
- To maintain up to date knowledge of the Early Years learning Framework and National Quality Standards that enables professional conversations between yourself, the centre Director and other Room Leaders.
- To attend to children's personal hygiene and toileting throughout the day;
- To be responsible for cleanliness and tidiness of the Centre;
- To be responsible for the safe storage and maintenance of play equipment, and notify the Director of any defects;
- To ensure that all regulations, licensing guidelines, Centre and school policies and procedures are observed;
- To provide a safe, physical environment;
- To be responsible for the preparation of and cleaning up after children's activities, morning and afternoon tea and lunch, as required;
- To work as a member of the Centre and Agency team;
- To be actively involved in the Quality Improvement system;
- To positively promote the Centre to the general public;
- To perform other such duties as the Centre Director may from time to time require.
- In addition to these responsibilities and duties, you are expected to undertake such other responsibilities and duties that may from time to time be assigned by Anglicare.

Teamwork:

- Be aware of, and practice according to, the organisation's mission, objectives core values and strategies.
- Demonstrate the ability to work consistently and provide positive direction within a team to achieve team goals.
- Work harmoniously with other team members to achieve excellence in every aspect of service delivery.
- Resolve any workplace conflict in a professional manner and through the correct organisational processes.
- Maintain and initiate regular and professional communication with all relevant colleagues and managers.

Continuous Improvement:

- Demonstrated understanding of all relevant external legislation & internal policies and procedures that relate to this position and the organisation.
- Participate in and contribute to quality improvement programs and other organisational activities to meet Centre and Accreditation Standards.
- Participate and contribute in occupational health and safety activities to ensure a safe work environment for children, families, staff and visitors.

Key behaviours:Child and Family Focus

Recognises, anticipates and focuses on specific client needs and advocates on behalf of the client.

Personal and Professional Development

Engages in and instigates professional development, conversations and research.

Communication

Communicates clearly and accurately – listens to and understands the views of others.

Team Building

Promotes the achievement of results through cooperation and joint efforts between team members.

Interpersonal

Establishes cooperative and productive relationships by understanding and responding to the needs of others.

Key skills:

- The ability to engage and interact with children.
- The ability to communicate effectively with families.
- Develop a clear understanding of the routines and needs of individual children.
- The ability to work as both a leader and a member of a team.
- Excellent written and verbal communication skills.
- To be motivated to learn and improve practices.
- A desire to be the best you can be.

Key knowledge areas:

- To ensure that all regulations, licensing guidelines, Centre and Agency policies and procedures are observed;
- To understand and be actively involved in the National Quality Improvement processes;
- Be aware of, and practice according to, the organisation's mission, objectives core values and strategies.
- Be aware of and practice according to the centre's philosophy and goals.
- Demonstrated understanding of all relevant external legislation & internal policies and procedures that relate to this position and the organisation.

Key experience:

- Experience working in a long day care centre.
- An understanding of the needs of children and families and how to meet them.
- Excellent written and verbal communication skills.

- Programming skills.
- Demonstrated ability to work with a team.

Reports to:

Centre Director