



## POSITION DESCRIPTION

### EARLY CHILDHOOD TEACHER

<b>Department:</b>	<b>Corporate &amp; Community Services</b>
<b>Reports to:</b>	<b>Nominated Supervisor Yuluwirri Kids</b>
<b>Supervises:</b>	<b>2 x Room Staff</b> Room Staff may consist of: Assistant Room Leader Child Carer Child Care Assistant Trainee
<b>Location:</b>	<b>Yuluwirri Kids, Coonabarabran</b>
<b>Grade:</b>	<b>12</b>

---

#### COUNCIL OVERVIEW

Warrumbungle Shire is a local government area in the central western region of New South Wales. The shire is also a meeting place for the nations of our traditional owners and custodian of the land. The northern part of the shire is home to the Gamilaraay people while the southern part of the shire is home to the Wiradjuri people. Also the nations of the Weilwan and Kawambarai (Werriri) come into the Shire on the western border. The Shire is traversed by the Newell Highway and the Golden Highway. Warrumbungle National Park, Coolah Tops and Siding Spring Observatory are major tourist attractions for the Shire. Indigenous history, traditions and culture are recognised as important aspects of Warrumbungle Shire, which was traditionally built on agricultural pursuits with the early establishment of wool growing and beef cattle production followed by cereal cropping and today a burgeoning vine growing and horticultural industry.

#### COUNCIL VALUES

The guiding principles of honesty, integrity, fairness and compassion form the spirit of the team along with respect, transparency, passion, trust and opportunity is how Warrumbungle Shire Council strengthens its working environment to deliver on the aspirations of our community.

#### PRIMARY PURPOSE OF THE POSITION

The Preschool / Long Day Care Teacher is responsible for the care and education of a group of children in conjunction with other members of staff. The Teacher is responsible for planning an effective program of experiences, activities and routines designed to achieve the full potential of each preschool and day care child attending the centre, and for ensuring their readiness to attend school in due course.

#### KEY ACCOUNTABILITIES

##### Centre Operations

- To ensure that the aims, objectives, policies and procedures of the Centre are implemented.
- Seek and implement the curriculum with families and community input.
- Link curriculum to the Service Philosophy, Early Years Learning Framework outcomes, Preschool profiles (Literacy & Numeracy), & the National Quality Standards.
- Work with the Nominated Supervisor to supervise students, volunteers relief staff and children in the room and the rest of the centre.

- Plan activities / projects including resources, time frames and equipment requirements.
- If required, work with other age groups (eg. 0-3 year olds) during holiday programs and daily programs.
- Participate in early intervention and similar programs, as required.
- Work with stakeholders including: schools, Community Health, Connect Five, Family Day Care and others, to optimise children's services in the Warrumbungle Shire Council area.
- Appointed as Person In Day To Day Charge (PIDTDC).
- Act as Acting Responsible Certified Supervisor as required.

### **Daily Operations**

- Develop and implement a program for children including observations, evaluations and individual program in large and small groups.
- When providing experiences, documentation and mentoring staff draw upon different theories and perspectives about early childhood development including developmental theories, socio-cultural theories, socio-behaviourist theories, critical theories and post-structuralist theories.
- Manage own work, fulfilling required tasks and those delegated by Nominated Supervisor.
- Demonstrate initiative and a positive attitude when carrying out duties.
- Ensure children are adequately supervised at all times, by team members.
- Create and maintain a safe indoor and outdoor environment for children and staff.
- Maintain good use of hygiene practices in the preparation of food, toileting etc.
- Assist in kitchen preparation / cooking / clean up as needed
- Assist in administration duties as required.
- Maintain an awareness of children's health.
- Administer medications, in accordance with centre policy, when required.
- Attend to household chores as necessary eg. laundry, cleaning, family grouping duties etc.
- Undertake other duties as directed which are within the limits of the employee's skill, competence and training.

### **Communication**

- Ensure that any specific instructions / concerns from parents and carers are passed on to the Nominated Supervisor.

### **Relationships**

- Secure, respectful and reciprocal relationships and partnerships with children, families, team members and the community.
- Interact with and supervise children in an appropriate manner.
- Have an inclusive approach which is reflected in interactions with children, family and staff.
- Actively communicate with families, demonstrating confidentiality, respect and equality.
- Actively communicate with Friends Of Yuluwirri (FOYs) and visitors as appropriate.

### **Staff Supervision**

- Work with staff to foster cooperative work environment, communicating and demonstrating respect for staff.
- Supervise Assistant Room Leader, Educators, trainees and casuals as required to ensure that the needs of the children and program are provided for.
- Effectively supervise the work of the team.
- Delegate responsibilities to team members.
- Manage team performance.
- Set and communicate team goals.
- Assist fellow staff in keeping appropriate and up to date records of all Preschool and Long Day Care children, including developmental records and planning, implementing and evaluating programs for individual children as well as large and small group activities, indoor and outdoor activities.
- Model appropriate behaviour management skills.
- Share and provide professional knowledge and development with team members, families and community groups.
- Mentor staff to critically reflect on and enhance their daily practices and procedures.

## **Quality**

- Work with team members to maintain and provide Quality of the National Quality Standards.
- Work with team members to develop, review and complete the service's Quality Improvement Plan.

## **Cultural Awareness & Competence**

- Demonstrate awareness of and sensitivity to Indigenous and other cultural issues.
- Participate in NAIDOC week preparations and activities.
- Be sensitive to the needs of Indigenous families and be available to support them as required.
- Actively source appropriate Indigenous resources to enhance programming.
- Plan and implement traditional and contemporary Indigenous Programs as part of the everyday curriculum.
- Continue to enhance and develop your cultural competence.

## **Professional Reflection & Development**

- Attend out of centre hours staff meetings and professional development activities as required.
- Critically reflect and enhance on your Early Childhood Pedagogy and daily practices and procedures.

**This is not an exhaustive list of duties, and the job holder may be required to undertake other duties that are within the limits of the employee's skill, competence and training.**

## **ESSENTIAL REQUIREMENTS**

- Commitment to Council's Mission, Values and Code of Conduct
- Understanding of work health and safety (WHS) in the workplace and commitment to:
  - a positive contribution to WHS in the workplace
  - compliance with Council and legislative requirements.
- Bachelor of Teaching in Early Childhood.
- Experience working with children, parents, community, staff and committee in a childcare setting.
- Demonstrated ability to effectively plan and deliver a quality play-based curriculum for 2-5 year olds in childcare.
- Demonstrated ability to relate well to children of all ages, in particular children aged 0-5 years.
- Demonstrated high level oral and written communication skills.
- Demonstrated knowledge of The Early Years Learning Framework for Australia and The National Quality Framework and Standards.
- Demonstrated high level computer skills, relevant to the childcare environment.

## **DESIRABLE REQUIREMENTS**

- Demonstrated ability to supervise, mentor and manage staff.
- Experience programming for individual children and groups of children with additional needs.

## **REQUIRED CERTIFICATIONS**

1. First Aid Certificate, including Asthma and Anaphylaxis.
2. Child Protection Training (Minimum CHCPRT001 or CHCPRT002).
3. Class C Driver's Licence.
4. Able to be registered and appointed as a Certified Supervisor, Nominated Supervisor and Educational Leader, as required.

## **STANDARDS**

Standards of performance are expected be in accordance with:

- Yuluwirri Kids Centre Philosophy and Policies
- Early Childhood Australia – Code of Ethics
- Education and Care Services National Regulations
- Children (Education and Care Services National Law Application) Act 2010
- National Quality Framework and Standards
- Warrumbungle Shire Council Policies and Procedures
- The Early Years Learning Framework for Australia (Belonging, Being & Becoming)
- National Quality Agenda for Early Childhood

## **CONFIDENTIALITY**

In relation to your employment in Community Services you need to be aware that in this role you will come in contact with information that is extremely sensitive and private in relation to Service clients. The matter of client confidentiality is paramount.

**Community and Children's Services collects personal information from clients for purposes covered within the Privacy and Personal Information Protection Act 1998. This information cannot be used for any purpose other than that which is specifically authorised by the client at the time of collection. Nor can this information, or any impressions gained in the process of interaction with the client, be given either verbally or in any written or electronic form, to any other person other than those duly authorised by the Director Corporate Services.**

Breaches of this condition will be dealt with in accordance with the Disciplinary Procedures Clause of the Local Government (State) Award.

## **CONDITIONS OF WORK**

**The tenure of this position is subject to continuation of Federal and State Government funding and workload requirements.**

**This position is subject to a Working with Children Check under child protection legislation and Council policy. A satisfactory Criminal History Check is also a requirement for this position.**

Council employees work according to conditions provided under the Local Government (State) Award and Council's policies and systems, including but not restricted to:

- Council's Salary System
- Council's Code of Conduct
- Equal Employment Opportunity
- Drug and alcohol testing.

### **Hours of Work**

This position has a spread of hours between 7:00am and 6:00pm, with 7.5 hour shifts to be scheduled by the Nominated Supervisor. Shifts will usually be scheduled between the hours of 7:00am and 6:00pm to provide appropriate levels of contact with parents and staff.

Council operates a 19-day/4 weeks with one rostered day off per four weeks. Employees are entitled to four weeks annual leave and fifteen days sick leave per annum. Under the Paid Parental Leave Act 2010, employees who have 12 months continuous service with the employer will be eligible for paid parental leave.

Yuluwirri Kids has a 3 week close down during the Christmas/New Year period.

### **Progression**

Salary progression is based on a competency assessment document. Assessments are conducted after six months employment and thereafter annually on 1 August or on request.

### **Superannuation**

Council pays the amount required by the Superannuation Guarantee Scheme on behalf of every employee into their preferred superannuation provider. Superannuation is paid weekly to Local Government Super on all earnings. All other funds are paid quarterly, on earnings exceeding \$450 per month, as required by the Australian Taxation Office.

### **Training**

Council provides leave for training and study purposes, based upon the employee's professional development and Council's long term needs as determined by its training plan.

### **Smoke-Free Workplace**

Council's workplaces and vehicles are smoke-free zones. Yuluwirri Kids Preschool and Long Day Care Centre is smoke free to the property boundary, as are Council's swimming pools. Smokers must move a minimum of 4 metres from doorways into buildings and dispose properly of waste.

## Council Induction

Before commencing duties all workers must have completed a Council induction.

## Camera surveillance and global positioning system (GPS) tracking

### Reason for Surveillance

Council recognises its obligations to ensure, where reasonably practicable, the provision of a safe and healthy workplace for its workers and others. Technological advances now mean that most mobile devices (including but not limited to phones, tablets and notebook computers) have camera, computer and tracking surveillance functionality. Council in the course of its business uses these devices. Individual workers have similar capabilities with a Council supplied device or their personal mobile device.

Council utilises surveillance and global positioning (GPS) tracking to:

- help provide protection to Council workers and members of the public
- help provide protection and security of Council assets
- improve service delivery
- optimise fleet operations

### Types of Surveillance

Types of surveillance will include:

- camera surveillance at Council facilities
- global positioning system (GPS) tracking on Council plant
- duress devices for staff working in isolation

### How surveillance will be carried out

Warrumbungle Shire Council will be carrying out camera surveillance and global positioning (GPS) tracking in the following ways:

- Camera surveillance has been installed in and on Council-owned buildings and in some public spaces in the Council area. Areas which have camera surveillance will be identified by the following sign:



Global positioning system (GPS) tracking has been, or may be, installed, in:

- commuter use vehicles
- plant and trucks
- small plant
- general fleet and leaseback vehicles

All vehicles and plant with global positioning system (GPS) tracking installed will have the following sticker attached:

Camera surveillance and global positioning (GPS) tracking will be continuous and ongoing.

This vehicle is fitted with an  
**mTrax** GPS system

**mTrax**

Tel: 1300 135 581  
support@mtrax.co