



Illawarra Children's Services

Position Description

Position Title: Early Childhood Teacher - Casual Relief

Salary: As per Award

Reports to: Service Director and/or Area Manager

PERSON SPECIFICATION

Essential Criteria

- Degree in early childhood education
- Demonstrated skills in team building and modelling effective early childhood practice
- Outstanding skills in communication with families and the community
- Sound understanding of early childhood theory and curriculum planning for children 0-5 years
- Evidence of commitment to an inclusive curriculum
- Demonstrated commitment to:
 - Occupational health and safety,
 - An inclusive curriculum,
 - Child protection, and
 - *Quality Improvement and Accreditation System.*

PRINCIPAL DUTIES AND RESPONSIBILITIES

Key Responsibility Areas

Service

- To support the director in responsibility for the day to day operation of the centre
- To provide a pleasant, welcoming environment for children, families and staff
- To contribute responsibly to the care, education and well being of each child in the centre
- To be accountable to families for the quality of service provided
- To demonstrate a cooperative, professional relationship with all staff and families
- To meet contemporary standards for the optimal care and education of children
- To develop, implement and evaluate a program based on contemporary childhood theory and practice that provides opportunities for the learning and enrichment of each child

Occupational Health & Safety (OH&S)

- To adhere to the organisations OHS policy, procedures and rules, following safe work practices
- To provide a healthy and safe environment for children, families, staff and visitors
- To actively report and record incidents, accidents, injuries and hazards including defective equipment or problems you have with it
- To use anything which is provided in the interests of workplace health and safety appropriately and not misuse or interfere with it
- To participate in OHS activities such as inspections and evacuation drills as required from time to time

- To assist in the return to work process of any work colleagues following injury

Reporting

- To support the director in the day-to-day operation of the centre
- To be an active participant in the organisation's performance management and development system
- To keep abreast of current early childhood theories and trends and in consultation with the director/teacher implement these within the centre where appropriate

Communication and Support

- To openly and effectively communicate with staff, families and Illawarra Children's Services management
- To demonstrate a co-operative, professional relationship with all staff members and colleagues ensuring a smooth operating centre
- To be involved in the evaluation of service provision, philosophy and objectives
- To follow all directives from Illawarra Children's Services management

Policy

- To ensure the centre operates within local, state and federal government guidelines
- To ensure organisational and centre policies are implemented consistently
- To ensure an inclusive approach in all aspects of service
- To be part of a team which achieves and maintains the principles of the *quality improvement and accreditation system*
- To maintain confidentiality and adhere to the ECA Code of Ethics and the confidential relationship between staff, centre and client

Maintenance

- To follow housekeeping practices which ensure smooth running of the service
- To support staff in setting up and packing away indoor and outdoor environments
- To actively supervise and interact with children at an age appropriate response

Other

- To perform and other duties as required by the Director and/or Area Manager or by Illawarra Childrens Services management staff