

# POSITION DESCRIPTION



<b>Department:</b> Children's Services
<b>Position:</b> Early Childhood Educator (Team Leader)
<b>Position Classification Level:</b> 4
<b>Reports to:</b> Centre Director
<b>Employment Specifics:</b> Full-time/Part-time/Casual - Fixed Term/Ongoing

## NORTHSIDE COMMUNITY SERVICE VISION, MISSION AND VALUES

**Vision:** A community where everyone matters and has the opportunity to fulfil their potential.

**Mission:** Provide exceptional early learning that gives the strongest start in life to children, and work with extraordinary people to strengthen their connection and access to home and community.

<b>Values:</b>	Courage	Integrity	Choice	Innovation	Collaboration
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## POSITION OBJECTIVE

To develop warm, respectful relationships with children that ensure their learning and wellbeing, while upholding the rights and dignity of all children. To support the Centre Director and colleagues in the provision of high-quality early childhood education. To develop and implement a high quality learning program, demonstrating strong knowledge of the Early Years Learning Framework and National Quality Standards, and assist their team to embed a culture of critical reflection.

## KEY RESPONSIBILITIES AND DUTIES

- Uphold the health and safety of all children at all times.
- Lead the development, implementation and review of the educational program for a specific classroom, including collating documentation for children's individual learning programs.
- Interact and engage with children in professional ways that supporting children's learning and wellbeing and uphold the Principles and Practices of the Early Years Learning Framework (EYLF).
- Comply with all requirements of the Education and Care Services National Law and Regulations.
- Guide and support educators to ensure the requirements of the NQF are upheld at all times, to build capability, and ensure children are working towards the outcomes of the EYLF.
- Responsible to the Assistant Director/Director for the supervision of students on placement.
- Responsible for ensuring that records are maintained accurately for each child in their care.
- Ensure that the centre or service's policies and procedures are adhered to.
- Develop and sustain professional and respectful relationships with children, their families, and educators.
- Promote and uphold the principles of social justice, equity and inclusion, specifically including that Aboriginal and Torres Strait Islander cultures, perspectives and lived experiences are valued.
- An employee at this level will also take on the same duties and perform the same tasks as an Early Childhood Educator.

Reviewed by	Executive Director (Children's Services) and Human Resources	Review Date	16/08/2022
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## ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

1. Understanding of the Mandatory Reporting requirements in the ACT, as prescribed in the Children and Young People Act (1999).
2. Excellent communication and relationship-building skills.
3. Commitment to improving education and operations in early childhood education.
4. Sound understanding of early childhood education development and associated standards and guidelines.
5. Demonstrated ability to develop, implement, document and evaluate educational programs based on children's individual learning needs.
6. Sound computer skills.

## QUALIFICATIONS AND/OR TRAINING

- A minimum Diploma qualification in Early Childhood Education approved by ACECQA (or more than 50% completion of this qualification)
- First aid training as prescribed in the Education and Care Services National Law (2010).
- Current cardiopulmonary resuscitation training.
- Food Safety, Handling and Hygiene training (as applicable).

## PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

- Prolonged periods of sitting at a desk and working on a computer.
- Regular lifting, manual handling tasks (setting up and packing up community events).
- Able to work some weekends & public holidays.

## GENERAL EMPLOYMENT INFORMATION

Northside Community Service is a child-safe organisation. We actively promote the safety and wellbeing of children and all Northside staff are committed to protecting children from abuse or harm.

Northside Community Service is an Equal Opportunity Employer. We value diversity and are committed to workforce diversity and equal opportunity. We recognise that the provision of supportive, safe and harassment free workplace is essential to high performance and promote flexible work, diversity and safety.

All Northside staff and volunteers are required to:

- Act at all times in accordance with the Code of Conduct and all relevant policies and procedures
- Comply with the work health and safety policy & procedure
- Undertake a national police check prior to commencement and every 3 years thereafter
- Undertake screening for suitability to work with children, youth and vulnerable people
- Comply with the National Principles for Child Safe Organisations, the Reportable Conduct Scheme for the ACT and other relevant legislative requirements

## SIGNATURE

Employee signature below indicates the employee's understanding and acceptance of this position description.

Employee Name		Date	
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Reviewed by	Executive Director (Children's Services) and Human Resources	Review Date	16/08/2022
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Employee Signature	
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