

Position Description

Early Childhood Teacher

Position Title:	Early Childhood Teacher
Reporting to:	Head of ELC Operations Hove
Tenure:	Permanent
Full Time Equivalent (FTE):	Full time 1.0
Location:	McAuley Community School, Hove
Centre Occupancy:	90 places Catering for children aged 6 months to 5 years
Centre Opening Times:	7.00am – 6.00pm
Expected Commencement:	ASAP
Salary	Above award salary offered – Children Services Award

BROAD PURPOSE

In partnership with families and the local Catholic School, Alive Catholic Early Learning builds strong and supportive communities, which celebrate and strengthen the unique learning capability of each child.

The Early Childhood Teacher (ECT) will take a lead role and be an active member within the Centre to deliver high quality, innovative and child-centred educational programs for children aged from 6 months to 5 years. The ECT will work in collaboration with other Educators and the Educational Leader in the development, implementation and evaluation of curriculum consistent with our philosophy, the Early Years Learning Framework and according to the requirements of the National Quality Framework.

A strong image of the child as competent and already accomplished human beings is the impetus for quality interactions with children. Alive Catholic Early Learning strives to be a place of wonder, where children are deeply engaged in learning experiences that stimulate, challenge and provoke their thinking, curiosity and inquiring minds.

As specialists in early childhood education, we create an inclusive and innovative learning environment. To achieve this, we employ Educators who are passionate about the growth and development of children and enjoy being a part of positive team environment where all staff are valued and supported.

KEY RELATIONSHIPS

Internal

- Head of Early Learning
- Centre staff
- Children, families

External

- Catholic Church Early Years Inc. Executive
- Catholic Health Safety & Welfare Staff
- McAuley Community School Staff and Community
- Service Providers
- Government agencies and staff

KEY ACCOUNTABILITIES

- Collaborate with the Educational Leader and Educator staff to develop an innovative, challenging and engaging learning program
- Facilitate collaborative, respectful relationships through effective interpersonal skills which promote a strong and supportive team environment

- Lead and engage in contemporary pedagogical practices that support the philosophy and quality improvement plan of the centre
- Lead and support the development of a culture of continuous learning
- Facilitate and participate in staff development, professional learning and meetings, as required
- Actively support the Catholic ethos, vision, policies and procedures of Alive

ECTs are responsible for complying with Catholic Church Early Years Inc. philosophies, codes, policies procedures and guidelines, relevant laws, regulations and educational frameworks governing children's education.

KEY RESPONSIBILITIES

Education of Children

- Act in a manner that promotes the best interests of the child
- Establish and maintain an effective learning environment
- Develop and implement a high-quality education for all enrolled children that is consistent with:
 - the Centre philosophy, procedures and policies
 - the National Quality Standards
 - Education and Care Services National Regulations
 - Education and Care Services National Law
 - Early Years Learning Framework
- Provide leadership and support in:
 - documentation of children and family information
 - observations of children
 - evaluation of observations and planning
 - implementation of plans
 - reflective practice processes
- Maintain appropriate documentation of children's learning as outlined in the National Quality Standards.
- Collect and maintain accurate and comprehensive records of children's learning and achievement and report children's progress to parents/guardians in a variety of ways
- Provide proactive and intentional support for children with their social/emotional development
- Provide an inclusive environment to support every child's learning reflective of the diversity of the community

Partnerships with Families

- Demonstrate respect for the families' role as the child's first teacher
- Build and maintain positive relationships with families of the centre
- Ensure professional communication with families
- Ensure parents are appropriately informed and consulted with about the education of their children
- Draw on the knowledge and experience of families to support their children's learning
- Engage in shared decision making with families

Partnerships with other Educators and Professionals

- Build collaborative relationships with all staff in the centre based on respect, trust and honesty
- Engage in professional conversations with other educators to enhance knowledge and practice
- Engage in professional conversations with other professionals as is appropriate and with the knowledge of the Head of Early Learning
- Acknowledge and support personal strengths, professional experience and team diversity

Professional Conduct and Learning

- Work within the National Quality Framework, the Early Childhood Australia Code of Ethics, the Service philosophy, policies and procedures
- Engage in the service-learning community approach to ongoing professional learning
- Consistently contribute as an effective team member
- Maintain awareness of contemporary education practice to inform excellence in education
- Actively participate in performance appraisal process
- Engage in reflective practice and ongoing professional learning
- Attend and contribute to staff meetings and staff professional learning events
- Actively participate and contribute as a member of the service leadership team
- Undertake First Aid training (including training in Anaphylaxis and Asthma) at intervals decided by the Nominated Supervisor
- Undertake Child Protection training at intervals decided by the Nominated Supervisor
- Be responsible for the confidentiality and accurate documentation of both the child and families information, under guidance from the Head of Early Learning

Organisational Representation

- Actively supporting the Catholic Church Early Years Inc mission, vision and values and positively represent the organisation to external contacts at all opportunities
- Actively support the organisation's philosophy, policies and procedures
- Actively participate in and contribute to cross-organisation projects and activities

Workplace Health and Safety (WHS)

- As a Worker, while at work –
 - take reasonable care for their own health and safety
 - take reasonable care that their actions or omissions do not adversely affect the health and safety of other persons
 - comply, in so far as is reasonable, with any reasonable instruction given by the employer
 - co-operate with any reasonable policy or procedure that is related to health and safety.
- Any other duties as reasonably required

**Responsibilities are subject to revision in accordance with role requirement and legislative change.

QUALIFICATIONS/CERTIFICATIONS AND EXPERIENCE

Essential

- Approved ECT qualification in accordance with ACECQA Approved Early Childhood Qualification
- Teacher Registration South Australia
- Proven achievement as a successful ECT
- High level of working experience with the Early Years Learning Framework and National Quality Framework
- Experience with Early Childhood Education, child development, curriculum and development of play
- Demonstrated experience in curriculum development and documenting children's learning
- Working knowledge or understanding of the educational approach of Reggio Emilia
- Highly developed PC skills (including Microsoft Office)
- Willingness to be a Nominated Supervisor
- Working with Children Check (or DCSI equivalent)
- ACECQA approved First Aid qualification that includes applying first aid, emergency asthma management and anaphylaxis
- Child Protection Qualification: Responding to Risks of Harm, Abuse and Neglect – Education and Care

Desirable

- Post-graduate tertiary qualification in leadership whilst not essential would be desirable

Person Specifications/Values

- Ability to work collaboratively and demonstrate reflective practices
- Ability to interact with children in a positive, sensitive and respectful manner
- Proven ability to work with staff and families to engender a sense of community and learning together
- Excellent oral and written communication skills
- Excellent ICT skills and experience in the development of effective documentation of children's learning and communicating with families
- Commitment to ongoing professional learning

Document Owner
Version
Authorised By
Version Date

Alive Catholic Early Learning
Final
Executive Officer
23 August 2021

Entity
Status
Document ID

Catholic Church Early Years Inc
Approved
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