

## **POSITION DESCRIPTION**

### **EARLY CHILDHOOD TEACHER (SECOND IN CHARGE)**

---

<b>REPORTS TO:</b>	Service Director (Nominated Supervisor)
<b>SUBORDINATE POSITIONS:</b>	Nil
<b>AWARD:</b>	Wollongong UniCentre Children's Services Agreement
<b>SECTION:</b>	Children's Services

## **JOB SUMMARY**

---

To guide and support a team which provides high quality Early Childhood Education and Care to children. Provide ongoing support and assistance to the Management Team and develop relationships which support families.

## **CUSTOMER SERVICE:**

---

1. Have an actively anti-bias approach which is reflected in interactions with children, families and employees.
2. Provide a safe, supportive, stimulating and educational environment for children aged 0-5 years.
3. Develop and maintain positive partnerships with families and form relationships with children which are comforting and nurturing.
4. Advocate for Children and families and be available as a resource person to families.
5. Share information with families relating to their child and the daily activities of the service.
6. Protect children and their rights, ensure they are safe and adequately supervised at all times.

## **FINANCIAL CONTROL:**

---

7. Not Applicable

## **PEOPLE AND CULTURE:**

---

8. Understanding of the National Quality Framework and Standards, the service philosophy of Education and Care along with the National Early Years Learning Framework and committed to the implementation of these processes.
9. Develop an understanding of and commitment to the components of the Reggio Emilia pedagogy which support our philosophy and participate in the implementation of the program.
10. Encourage families to participate in service decision making and experiences.
11. Develop positive channels of communication to ensure the smooth running of the service and contribute towards a healthy team environment.
12. Promote open communication between Management Team and employees.
13. Guide and support employees to implement the program along with collaboration with employees to ensure the program is continually improving.
14. Participate in ongoing professional development (LDP) and training programmes.

## **POSITION DESCRIPTION**

### **EARLY CHILDHOOD TEACHER (SECOND IN CHARGE)**

#### **BUSINESS PROCESS AND INNOVATION:**

15. To become the Educational Leader of the service in order to mentor and work with educators so as to provide curriculum direction and ensure children achieve the best possible outcomes of the approved learning framework.
16. To have a working knowledge of Anti-Bias Curriculum Development and its implications to care and education
17. To provide ongoing support and assistance to the Director/Manager in all areas of administrative procedures, curriculum development, parent and community liaison, employees professional development and training and any other areas as the need arises
18. To be competent and prepared to be appointed to the position of Certified Supervisor as required.
19. Keep up to date with current developments in the Early Childhood field
20. Have a working knowledge of mandatory notification for children "at risk" of abuse.
21. To work according to the Australian early Childhood Code of Ethics, as adopted by Wollongong UniCentre Children's Services.
22. Work according to the Education and Care Services National Regulations under the Education and Care Services National Law
23. Must ensure compliance with all requirements of NSW Child Protection Act and subordinate legislation.
24. Ensure compliance with all regulations, licensing guidelines along with the Wollongong UniCentre Children's Services Policies and Procedures.
25. Participate and contribute to the development, review and implementation of the Quality Improvement Plan (QIP).
26. To mentor and supervise other employees with their programming and portfolios as the Educational Leader.
27. Demonstrate strong leadership skills and the ability to contribute effectively to a team environment.
28. Have a working knowledge of Scientific Brain Research and the implications for education and care.
29. Administer first aid or medication in compliance with policies and procedures.
30. Awareness of the Student, Child Care benefits, Subsidies and Government Funding.
31. Ensure the service Director is informed of any issues arising which would affect the children or the smooth running of the service.
32. A sound understanding of Work Health and Safety legislation and its implication to ensure a safe and healthy environment in Children's Services.
33. Plan, implement and evaluate programs suitable to the individual needs and interests of the children. Use "active critical reflection" when working on each program.
34. Assist with the mentoring of permanent and casual employees
35. To assist with the enrolment procedures and bookings as directed
36. Assist with the implementation of daily routines.
37. Maintain ongoing records of the child's development and daily information.
38. Ensure a high standard of hygiene in compliance with policies and procedures.

## POSITION DESCRIPTION

### EARLY CHILDHOOD TEACHER (SECOND IN CHARGE)

---

#### OTHER:

---

- 39. Undertake shift work, attend professional development and meetings after hours as required.
- 40. Assume an equal share of housekeeping duties and ensure equipment is respected and maintained to an optimal level of safety.
- 41. Ability to use Information Technology.
- 42. Attend parent meetings as required.
- 43. Be aware of and develop skills pertaining to administrative functions within the service.
- 44. Assist with administrative duties as required.
- 45. Perform other duties as requested by the Director.

#### WORK HEALTH AND SAFETY:

---

- 46. Maintain a clean and safe work environment while complying with all UniCentre safety policies and procedures.
- 47. Work within guidelines as detailed in the relevant Standard Work Method Statements (SWMS).
- 48. Report all workplace accidents and hazards to your supervisor. Implement immediate action for identified hazards if able to do so safely.
- 49. Participate in workplace consultative meetings as required and recommend improvements to relevant Standard Work Method Statements.
- 50. Ensure that all tasks are conducted in a manner consistent with the Standard Work Method Statements.

Signed: \_\_\_\_\_  
Employee

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Manager

Date: \_\_\_\_\_

## POSITION DESCRIPTION

### EARLY CHILDHOOD TEACHER (SECOND IN CHARGE)

---

## PERSON SPECIFICATION

---

1. Diploma/Degree in Early Childhood Education or equivalent.
2. Experience working with 0 - 5 year olds in a long day care setting.
3. Working knowledge of all licensing and legislation relating to the provision of Children's Services.
4. Working knowledge of and commitment to the Early Childhood Australia Code of Ethics.
5. Ability and willingness to incorporate aspects of the Reggio Emilia pedagogy of care and education into the program.
6. Have understanding of the National Quality Framework and Standards, National Early Years Learning Framework and how these work in a child care service.
7. Participate in the National Quality Standards Process.
8. Knowledge of Scientific Brain Research and its implications to early childhood care and education.
9. Certificate in VETAB accredited course 'CHCPRT001' – Identifying and responding to children and young people at risk.
10. Experience in leading teams and the ability to promote open communication in a team environment.
11. Ability to mentor employees in areas of programming and development of portfolios as the Educational Leader.
12. Ability to develop and maintain positive relationships with families.
13. Ability to provide ongoing support and assistance to the Nominated Supervisor in all areas of administrative procedures, curriculum development, family and community liaison and employees professional development.
14. Ability to integrate Anti-Bias strategies into all program areas.
15. Acceptance by the Commission for Children and Young Persons, under the Working with Children Check.
16. Working knowledge of processes involved with children "at risk".
17. Current Senior First Aid Certificate, Anaphylaxis, Asthma Management Certificates.
18. To be competent and prepared to be appointed to the position of Certified Supervisor as required.
19. A sound understanding of Work Health and Safety legislation and its implication to ensure a safe and healthy environment at Children's Services.

***All applicants are strongly advised to address each criterion individually in their application***