

Position Description



YWCA CANBERRA

Position Information

Position	Early Childhood Teacher, Early Childhood Services
Date approved	January 2019
Program	Children's Services, Early Childhood Education and Care
Supervisor	Director Early Childhood Services Early Childhood Services Manager
Location	All Sites
Hours of work	As per contract
Salary	From Grade 3 Level 3 of the YWCA Canberra Enterprise Agreement

General Conditions of Employment

- Appointment is subject to obtaining a satisfactory Working With Vulnerable People check and or NSW Working with Children check at own cost
- Appointment is subject to providing a Police Check valid within the last 3 months
- Appointment is subject to satisfactory working rights in Australia
- All YWCA Canberra policies and procedures will apply
- Subject to a 6-month probation period

Position Statement

The Early Childhood Teacher (ECT) will report directly to the Director of the applicable Early Childhood Education Service and will be responsible for the program and curriculum of the relevant educational space. The ECT will act in accordance with YWCA Canberra's policies and procedures, National Quality Framework, YWCA Canberra's Enterprise Agreement and any other relevant Regulatory and/or funding bodies.

Responsibilities of this role include autonomous curriculum management, professional relationships and networking with all stakeholders, compliance and regulatory responsibilities (with regards to documentation of children's learning), personal and professional development and general administration and reporting duties.

The Early Childhood Teacher will receive support from the Director where needed but is responsible for the service delivery of high quality Early Childhood Education documentation, providing documented evidence of engaging environments for children, and for the tracking of quality improvements within these specific areas, inclusive of critical reflections.

The Early Childhood Teacher may be requested as part of YWCA Canberra's supportive professional and personal development program, to transfer for fixed periods of time to an alternative Early Childhood Service location. The purpose of this transfer may include the training of Educators at YWCA Canberra. For this purpose, travel may be required as part of the role responsibilities.

The Early Childhood Teacher role is suitable for Early Childhood or Education professionals with significant relevant experience in early childhood education and care, directly managing high

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performing teams, or a theoretical knowledge consistent with a Bachelor of Early Childhood or above. The Early Childhood Teacher role requires autonomy and only general oversight by the Service Director and Early Childhood Services Manager.

Responsibilities

Operational management and administration	<ul style="list-style-type: none"> • Autonomous ‘day to day’ management of all curriculum operations of the relevant educational space. • Record management of day to day curriculum service delivery, including the documentation of children’s learning. • Editing and uploading the relevant pieces of educational documentation, ensuring that they meet the philosophy, mission and goals of the organisation and service. • Assist the Director in the development, implementation and tracking of the Quality Improvement Plan • Supervision of educators and assistance where necessary. • Training of educators where necessary • Is responsible for the supervision of students on placement. • Providing formal and informal high-level written communication to all key stakeholders • Representation of YWCA Canberra Early Childhood Services at events as directed by the Director or Early Childhood Services Manager. • Develop and evaluate curriculum documentation and programs, ensuring that high levels of documentation for children’s learning are available for families • Reporting in line with weekly and monthly expectations set by the Director and Early Childhood Services Manager. • Maintain professional relationships with all key stakeholders.
HR and financial management support	<ul style="list-style-type: none"> • Support the recruitment and professional development of educators • Maintain professional relationships and networking with appropriate internal stakeholders relevant to this process. • Challenge current practices of Educators in order to support and implement the progressive philosophy that is the goal of the YWCA Canberra Early Childhood Services team.
Professional relationships and networks	<ul style="list-style-type: none"> • Ensure the maintenance of all Educator’s awareness of current sector developments • Liaise with government and community organisations as required
Compliance and Regulations	<ul style="list-style-type: none"> • Assist with the recording and oversight of NQS and NQF requirements. • Actively record qualitative and quantitative data that supports evidence of an ‘Exceeding’ level of service operation, in accordance with the NQS.
Additional responsibilities	<ul style="list-style-type: none"> • Willingness to undertake professional development in order to maintain professional knowledge and respond to changes within the sector

Selection Criteria

Qualifications	<ul style="list-style-type: none"> • Degree in Early Childhood Education, or equivalent (Essential)
Knowledge and Experience	<ul style="list-style-type: none"> • Demonstrated knowledge of early childhood development theories, particularly socio-cultural theories. • Demonstrated experience in managing teams of Educators. • Demonstrated experience working as an Educator in an Early Childhood service (desirable)

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	<ul style="list-style-type: none">• A good understanding of the NQS and NFQ standards and requirements• Demonstrated experience in developing and overseeing holistic curriculums.• A good working understanding of Microsoft Office and other software/programs
Capabilities and Behaviours	<ul style="list-style-type: none">• Excellent written and verbal communication skills• Ability to assist and contribute to the development of relevant policies and procedures• Excellent interpersonal and time management skills• Ability to work within Organisational policies and procedures• Ability to promote and maintain a safe and healthy workplace
Other Requirements	<ul style="list-style-type: none">• Current full driver's license and access to vehicle with comprehensive insurance during working hours• A current Working with Vulnerable People Registration or NSW Working with Children registration• Australian Citizenship or suitable rights to work in Australia• A current police check at time of interview

Authorisation

Acknowledgement by Incumbent	Signature: Name:	Date	
Executive Director	Signature: Name:	Date	