

Position Description



YWCA CANBERRA

Position Information

Position	Early Childhood Teacher
Date approved	July 2021
Program	Children's Services, Early Childhood Education and Care
Supervisor	Director Early Childhood Services Senior Early Childhood Services Manager
Location	All Sites
Hours of work	As per contract
Salary	Grade 4 Level 2 of the YWCA Canberra Enterprise Agreement 2018 - 2023

General Conditions of Employment

- YWCA Canberra Enterprise Agreement 2018 - 2023
- 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 Centre 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.

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Responsibilities	
Operational management and administration	<ul style="list-style-type: none"> • Autonomous management of the curriculum and educational space. • Record management and documentation of curriculum and 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. • Supervision of educators and assistance where necessary. • Training and mentoring of educators where necessary. • 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 Centre Director or Senior Early Childhood Services Manager.
HR and financial management support	<ul style="list-style-type: none"> • Maintain professional relationships and networking with appropriate internal and external stakeholders relevant to this process. • Maintain and support a positive work environment.
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. • Develop and maintain respectful and appropriate relationships with families. • 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. • Support the professional development of educators.
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 high quality, in accordance with the NQS. • Support educators to comply with paper records and compliance.
Selection Criteria	
Qualifications	<ul style="list-style-type: none"> • Degree in Early Childhood Education, or equivalent (Essential) or actively working towards a Bachelor of Early Childhood Education Degree (50% completed minimum).

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<p>Knowledge and Experience</p>	<ul style="list-style-type: none"> • Demonstrated knowledge of early childhood developmental theories, particularly socio-cultural theories. • Demonstrated knowledge of behaviour guidance strategies. • Demonstrated experience in managing teams of Educators. • Demonstrated experience working as an Educator in an Early Childhood service. • A solid understanding of the NQS and NQF requirements. • Demonstrated experience in developing and overseeing holistic curriculums. • A good working understanding of Microsoft Office and other software/programs.
<p>Capabilities and Behaviours</p>	<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.
<p>Other Requirements</p>	<ul style="list-style-type: none"> • A current Working with Vulnerable People Registration or NSW Working with Children registration. • Australian Citizenship or suitable rights to work in Australia. • Current police check at time of interview.

Authorisation

<p>Acknowledgement by Incumbent</p>	<p>Signature: Name:</p>	<p>Date</p>	
<p>Executive Director</p>	<p>Signature: Name:</p>	<p>Date</p>	

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