

Role Description

Educator – Early Childhood Teacher



Title	Educator – Early Childhood Teacher
Classification/Grade/Band	Band 3 Level 1
Group/Unit/Section	Connected Communities/Learning and Education/Education and Care
Reports to	Centre Director

Vision

A vibrant and sustainable Central Coast.

Purpose

To provide valuable services that strengthen and support the Central Coast Community.

Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the role of Educator – Early Childhood Teacher is responsible for implementation and delivery of effective early childhood learning programmes that meet the developmental needs of individual children, learning outcomes of the Early Years Learning Framework (EYLF) and Central Coast Council's (CCC's) objective of making the Central Coast a place of continual learning.

The position of Educator – Early Childhood Teacher is required to provide quality customer service and create value for the community.

Key Duties and Responsibilities

- Plan, coordinate, implement and evaluate an early childhood learning programme that encourages children and families to value lifelong learning



- Develop, implement and evaluate customised education programs that meet the individual needs and interests of children and the learning outcomes of the EYLF
- Accurately maintain developmental records of children and other administration and record keeping functions associated with the position
- Assist the Centre Director in the day to day management of the centre, including (when designated) the functions of Responsible Person
- Keep staff and families well informed of individual children's development needs and provide support, advice and guidance where needed
- Ensure all CCC policies and procedures are adhered to and assist in the review and evaluation of these
- Effectively liaise with both internal and external customers to ensure that any issues/conflicts are resolved efficiently and to the satisfaction of all parties concerned
- Contribute to the Unit's strategic planning objectives
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role
- Policy and procedures are readily available but the Educator – Early Childhood Teacher is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction
- Decisions affect the work and activities of others within the section or from a specific project team
- The work of the Educator – Early Childhood Teacher influences the external environment by ensuring services are consistent with Council standards



- The Educator – Early Childhood Teacher complies with operational requirements in cooperation with or under the supervision of other employees. Other employees or members of the public may be affected by the employee's acts or omissions
- Identifies requirements as an input to budget development
- Continuously look for greater efficiency within work area

Personal Attributes

- Be adaptable, flexible and focused when dealing with change;
- Represent Council honestly, ethically, professionally and lead by example;
- Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
- Be responsive to the input of others and works to understand their perspectives.

Interpersonal Skills

- Listen to others and asks appropriate, respectful questions and monitors non-verbal cues and adapts behaviour accordingly;
- Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers' needs;
- Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
- Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/or withdraw from a conflict situation.

Business Enablers and Technical Skills

- Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
- Understand the team/unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;



- Identify issues that may impact on task completion and provides appropriate solutions;
- Understand delegations and act within authority levels;
- Support system improvement initiatives and embrace new technologies;
- Understand project goals, action tasks and expected outcomes and identify and escalate project variances.

Team Work

- Recognise and acknowledge individual/team performance;
- Monitor and use resources responsibly to achieve team objectives;
- Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.

QUALIFICATIONS

Essential

- Bachelor Degree in Early Childhood Education combined with ongoing professional development;
- Current Identify and Respond to Children and Young People at Risk Accreditation;
- Current First Aid Certificate;
- Current Certificate in Anaphylaxis and Asthma Management;
- Provisional or Proficient Teacher Accreditation;
- Current Working with Children Check

EXPERIENCE

- Demonstrated experience working in a long day care centre with children between the ages of six weeks and five years and knowledge of early childhood practices and legislation



- Strong leadership skills, including a high level of organisational skill, a commitment to the provision of quality customer service, promotion of a professional image on behalf of Central Coast Council and the ability to respect diversity
- Working knowledge of legislative requirements relating to Early Childhood Education and Care and Child Protection
- Ability to build effective relationships with staff, children, families and other stakeholders, including the ability to effectively communicate both orally and in writing
- Ability to be flexible with working hours within core Centre operating times due to legislative staffing ratios

Key Relationships

Internal	External
Other Council employees (not including direct reports)	Parents/Carers/Families
Section Managers/Team Leaders	Members of the public/residents/ratepayers
Education and Care Staff	Community Organisations
	State and Federal Government Agencies
	Local Schools
	Professional/Industry associations
	Commercial/Industrial/Development representatives
	Consultants/Solicitors and other professionals
	Local Business

