

## **1. SUMMARY OF POSITION**

The Early Childhood Teacher at Mini Gems Children's Centre is responsible for planning, implementing, and evaluating a high-quality, play-based educational program, with a particular focus on the 3-year-old preschool/kindergarten program.

This role supports children's learning, development, and school readiness while aligning with the National Quality Framework (NQF) and National Quality Standards (NQS).

### **1.1. Qualifications**

- a) Graduate Diploma in Early Childhood Education and Care or Bachelor's in Early Childhood Education and Care.
- b) Current Working with Children Check (WWCC).
- c) National Police Certificate.
- d) Current First Aid and CPR.
- e) Current Asthma and Anaphylaxis certification.
- f) Current Child Safe Environment certification.
- g) Food Handling Certificate

## **2. ORGANISATIONAL RELATIONSHIPS**

The Early Childhood Teacher reports to the Mini Gems Children's Centre Manager.

## **3. KEY POSITION RESPONSIBILITIES AND DUTIES**

### **PLAN AND IMPLEMENT A QUALITY EDUCATIONAL PROGRAM**

- Develop, implement, and evaluate age-appropriate programs for children, including the 3-year-old preschool program.
- Plan, implement, and provide programs and activities that reflect children's emerging skills, interests, developmental needs, and overall learning growth.
- Plan, implement, and evaluate a play-based, developmentally appropriate program that recognises social and cultural diversity, while actively fostering children's learning by responding to their interests, strengths, and abilities.
- Deliver specific learning program and practice within long daycare and/or kindergarten services to prepare children for their first year of formal schooling.
- Identify, share, and apply best practice examples to enhance the quality of the educational program.
- Implement the services statement of philosophy and ensure that it guides pedagogy and teaching decisions.
- Model effective application of pedagogy in teaching practice.
- Assess children's learning and development and apply pedagogical expertise to inform curriculum decisions.
- Develop meaningful pedagogical documentation and reflective practice.
- Prepare and provide developmental progress reports to reflect children's learning, growth, and development, as required.
- Maintain expert knowledge of the National Quality Framework (NQF) and support the Centre performance to meet and/or exceed all National Quality Standards (NQS).

## **PROMOTE THE HEALTH AND SAFETY OF ALL STAFF AND CHILDREN**

- Maintaining a working knowledge of and adhering to legislation guidelines, policies and procedures pertaining to child protection.
- Identify any risk of harm to child protection and young people and in conjunction with the service team leader and parents/carer's where possible reporting concerns to the relevant statutory body.
- Ensure all team members adhere to the Centre's child protection policies.
- Ensure the implementation of access and equality principles for families and children in care are maintained.
- Ensure a potential supervision risk is reported to other educators or the Mini Gems Children's Centre Manager.
- Ensure a high standard of hygiene is maintained in compliance with policies and procedures.
- Apply first aid and administer medication as required, ensuring accurate and detailed records of injuries, accidents, trauma, and medication are maintained.
- Consult with the Centre Manager regarding any concerns about children and participate in meetings with relevant support agencies and parents as required

## **BUILD POSITIVE RELATIONSHIPS WITH ALL STAKEHOLDERS**

- Advocate for children and their families
- Maintain ongoing communication with parents and caregivers including other services when required.
- Assist families with the children's transitions, also ensure that families are provided with guidance and support when required.
- Contribute to a professional learning community in the Centre.
- Lead and mentor educators to foster a positive teaching environment, support professional growth, and manage performance where required.
- Support the Centre's commitment to inclusion by ensuring equitable access for all children and families.
- Support the Mini Gems Children's Centre Manager to ensure families and children especially those experiencing vulnerability can meaningfully participate within the program.
- Ensure timely support and follow up is provided in collaboration with families
- Liaise with and support families, respecting child-rearing practices and beliefs.
- Along with the Mini Gems Children's Centre Manager, engage positively in the orientation, enrolment and transition processes for families and children.

## **CONTRIBUTE TO THE EFFECTIVE MANAGEMENT OF THE SERVICE**

- Lead and model best practice to educators, actively seeking and sharing examples that build team capability, promote high performance, and enhance the Centre's overall effectiveness.
- Develop positive channels of communication to ensure the smooth running of the service amongst all educators.
- Actively contribute and support the Centre's continuous improvement through the Quality Improvement Plan (QIP).
- Mentor and teach educators along with the educational leader through observations, guided discussions and recommendations for professional development on curriculum practices
- Support a culture of reflective practice and continuous improvement.
- Contribute to a professional and positive work culture
- Maintain professional standards and codes of ethics, and keep up to date with current practices, resources, and frameworks through ongoing professional development.

- Assist with administrative duties as requested.
- Take on the role of Mini Gems Children's Centre Manager in their absence
- Contribute to the Centre targets through effective room management.
- Maintain a sound understanding of requirements for universal access to every child's education, particularly as it applies to the group of children in the final year before formal schooling (if relevant to your state).
- Effectively lead and manage the room and resources and prioritise and direct activities to maximise an effective learning environment.
- Maintain strong organisational knowledge of Mini Gems Children's Centre to deliver a high-quality education program and practice in the room (where relevant).
- Contribute to the development, implementation and review of the Centre plans.
- Ensure the quality of direct service provisions is of a consistently high standard

### **3.1. Efficiency and Effectiveness**

- (a) Encourage innovation and best practice in the directorate and wider organisation.
- (b) Continually monitor the effectiveness of the directorate services and participate in organisation-wide service reviews.
- (c) Monitor, and make recommendations regarding, new developments in technology to aid in organisational efficiency and effectiveness.

### **3.2. Relationships with External Parties**

- (a) Maintain high standards of communication (including timeliness, accuracy, professionalism, courtesy and impartiality) with ratepayers, customers, management, employees, members of the Council, and external organisations.
- (b) Maintain appropriate associations with professional bodies and encourage directorate staff to do the same to ensure awareness of contemporary practices and policies.
- (c) Comply with Council's Code of Conduct for Employees at all times.

## **4. WORK HEALTH AND SAFETY RESPONSIBILITIES**

- (a) Adhere to safe working practices and exercise reasonable care at all times to protect your own health, safety and welfare, and that of others.
- (b) Obey all reasonable and lawful instructions to protect your own personal health and safety, and that of others.
- (c) Do not come to work affected by alcohol or drugs.
- (d) Ensure that equipment is used correctly at all times.
- (e) Report any work health and safety risks or concerns to the CEO or Line Manager or a WHS representative as soon as possible.

## **5. ACCOUNTABILITY AND PERFORMANCE**

The Family Engagement Officer (Outreach Worker) is accountable for:

- (a) Meeting the Objectives and Key Responsibilities and Duties outlined in this position description; and

- (b) Achieving the agreed annual performance objectives as determined by Family Engagement Officer (Outreach Worker) Manager.

## **6. KEY SELECTION CRITERIA**

- (a) Hold a recognised qualification in Early Childhood Education and Care at Graduate Diploma or Bachelor level.
- (b) Strong understanding of early childhood development, family support services, and the local community.
- (c) Demonstrated experience in community outreach, family engagement, and working with diverse or vulnerable families.
- (d) Excellent communication and interpersonal skills to engage effectively with parents, carers, children, and community partners.
- (e) Ability to work collaboratively with families, community groups, and partner services to deliver inclusive and responsive programs.
- (f) Current Working with Children Check and Police Check; Food Handling Certificate, First Aid Certificate (or willingness to obtain).
- (g) Willingness and ability to attend and facilitate activities outside standard hours, including evenings and weekends.