



Supporting our community on all sides

# Early Childhood Teacher

<b>Position:</b>	Early Childhood Teacher
<b>Status:</b>	Fulltime
<b>Hours/Days:</b>	76 hours per fortnight
<b>Location:</b>	Bardon, Brisbane
<b>Responsible to:</b>	Childcare Director

## Organisational Profile:

Communityfy Qld is a multi-service community agency providing a range of services to meet the needs of people living in the northern suburbs of Brisbane. Communityfy currently provides Family and Individual Support, Community Development, Aged and Disability Services, Childcare, Community Education, Multicultural Programs, Neighbourhood Centre Programs, Homelessness Intervention and Mental Health Services.

## Service Profile:

Our community based childcare service specialises in multi age education and care for children aged 15 months to 5 years. The service offers a program that is based upon the Early Years Learning Framework and offers children a secure and positive environment to engage in a program that nurtures the development of life skills. The service works closely with families to ensure positive outcomes for all children. The service caters for 20 children per day and operates between the hours of 7:30am and 5:30pm for 48 weeks per year. The service has been rated under the National Quality Standard and has been awarded a rating of 'Exceeding the National Quality Standard'.

## Position Objective:

All key responsibilities are based on the National Law and Regulations, the Principles, Practices and Outcomes detailed in the Early Years Learning Framework, Queensland Kindergarten Learning Guideline, and the NQF Quality Areas, Standards and Elements.

In this role the teacher will be leading a single unit multi age program with an embedded Kindergarten program for the child entering school in the following year. The teacher will be required to work within the frameworks of both the EYLF and the QKLG to achieve successful outcomes.

## Key Objectives:

### PLAN AND IMPLEMENT A QUALITY EDUCATIONAL PROGRAM

- Lead the team to plan, implement, assess and review a high quality and diverse educational program based on appropriate curriculum frameworks and with reference to the NQS, considering the needs, interests and abilities of all the children attending the service.
- Actively support each child to participate in the program and ensure that the program promotes children's agency, choices and influence.
- Deliver and guide the team to deliver effective and valuable documentation of children's learning in accordance with the centre philosophy and the Learning Outcomes of both the EYLF and the QKLF

- Model and support team/ educators to utilise a variety of teaching strategies including intentional teaching and reflective practice in daily work.

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

- Ensure staff and children utilise effective health and hygiene practices, including meeting all regulations relating to food safety and preparation, medical management plans, risk management plans, policies and procedures.
- Promote health, wellbeing and physical exercise in the service.
- Ensure a safe and stimulating physical environment where all staff and children are protected from hazards or harm.

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

- Work cooperatively, ethically and respectfully with other educators, and support each other's professional development.
- Develop and maintain respectful, supportive, collaborative and responsive relationships with children and their families.
- Supervise workplace students and volunteers, as directed.
- Support the Director in your capacity as a senior staff member at the service. This may include induction of families, liaising with local networks, resource agencies, etc., and from time to time some administrative duties

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

- Ensure all practices are in accordance with the NQS and reflect the philosophy, policies and procedures of the service.
- Continue your own learning and development by engaging in professional development opportunities.
- Lead and promote an understanding of the NQS, the NQF and the curriculum framework documents (EYLF and the QKLG) within the team/room.
- Contribute to the continuous improvement of the service through reflective practice.
- Assist the director in matters relating to leadership, pedagogical leadership, management support, service administration, as directed.
- Be ready, willing and qualified to act in the position of supervisor in the temporary absence of the Director.

#### **Other Objectives:**

- Display effective networking skills that will develop and maintain relationships in order to promote Community and its programs in the wider community
- Display initiative and the ability to autonomously complete a range of tasks with minimal supervision day-to-day

## **Key Selection Criteria**

### **QUALIFICATIONS AND EXPERIENCE**

- An Early Childhood Teaching Qualifications as approved by ACECQA.
- Knowledge/experience in the implementation of National Quality Framework, QKLG& EYLF
- Current first aid as prescribed in the Education and Care Services National Law Act 2010.
- Anaphylaxis and Asthma training as prescribed Education and Care Services National Law Act 2010
- Current Working with Children Check

### **MANAGEMENT SKILLS**

- To demonstrate organisational abilities, time management skills, administrative and computer skills and good written and verbal communication skills, to manage a multi age group with an embedded kindergarten program in an efficient manner.
- A sound knowledge of personnel practices and abilities to provide employees under their supervision with on the job-training and guidance.

### **INTERPERSONAL SKILLS**

- Ability to communicate positively with staff, children, families and other stakeholders in a professional manner.
- Leadership skills and innovative, flexible program delivery.
- Ability to display empathy, warmth and understanding, to all families and especially to families need of support.
- To have the desire for self-development on a personal and professional level including demonstrated commitment to ongoing professional development.
- To use effective listening skills, both with children and adults.
- To have the ability to work co-operatively with other Professionals and staff working the Centre.
- To maintain confidentiality at all times.
- Demonstrated ability to contribute as part of a team to provide a safe, equitable and rewarding workplace;
- Demonstrated ability to maintain networks and work collaboratively with a variety of stakeholders including families, community agencies and government departments;

### **PHYSICAL REQUIREMENTS**

Ability to undertake all physical requirements involved with the early childhood setting including lifting loads of 20kg, bending, squatting, pushing, pulling, trunk twisting, kneeling and standing, and sitting for duration.

### **WORKPLACE HEALTH & SAFETY**

- Responsibility for monitoring and improving the safety of the work area by identifying hazards, making recommendations and participating in the resolution of safety issues;
- Contribute to the achievement of a safe and healthy environment by carrying out the responsibilities outlined in the Communitify Qld Health & Safety policies manual.

*Please note: A criminal record check will be undertaken for the successful applicant with ongoing employment dependant on the outcome.*