

Position Description

Early Childhood Practitioner

Position Details

Position Title:	Early Childhood Practitioner
Status:	As per employment contract
Division:	As per employment contract
Classification:	SCHCDS Level 4
Position Reports to:	Regional Manager
Direct Reports:	Nil

Play Matters Purpose

Play Matters Australia (formerly Playgroup Queensland) is a registered charity with the Australian Charities and Not-For-Profit Commission. In conjunction with government, non-government, and community agencies, Play Matters supports and establishes state and national parenting programs aimed at families with young children. Play Matters also acts as a voice to the government and the wider community on early childhood and parenting.

Operating for more than 50 years, our Company aims to provide children from birth to five years with the best start to their life by providing their parents and caregivers with skills and confidence to support their child through the fundamental act of play. Our Company ethos of recognising parents and caregivers as a child's first teacher is embedded in all programs. Play Matters has developed and delivers a range of tailored, early intervention programs that are underpinned by evidenced-based methodologies. Our programs are both government-funded and operate commercially across Queensland and Australia.

Purpose of the Position

The primary role of the Early Childhood Practitioner is to plan, develop and deliver program sessions and/or play activities as aligned to the program outcomes.

Play Matters Values

The Play Matter Australia values are as follows. It is expected that all staff embody these values whilst working with Play Matters Australia.

Creative & Fun	We encourage innovation and celebration that is equitable and inclusive
Collaborative	We work together effectively to build relationships, harness everyone's capabilities to achieve positive outcomes



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Welcoming & Inclusive

We foster a friendly, supportive environment that embraces diversity and contributes to a respectable/safe culture

Contemporary practice

We keep abreast of emerging challenges, opportunities, and current practice, striving to continually improve to enact positive change

Accountability

We are committed to honesty and integrity and take responsibility for actions to ensure effective stewardship

Play Matters Statement of Commitment to Children

Play Matters Australia is committed to the safety of children and young people across the organisation. All children and young people have a right to feel safe and to be safe at all times. PMA will not tolerate any abuse or neglect of children or young people involved with our programs. Refer to the Play Matters Australia full [Statement of Commitment](#) here.

Key Relationships

Internal Relationships:

Area Manager, Southeast Queensland
Senior Management Team (SMT)
Corporate Service team
PMA team members and volunteers

External Relationships:

External stakeholders
Relevant Community Organisations
Parents/Carers/Families
Business Partners & Funders

Key Responsibilities

The key responsibilities for this role will include the following, as well as those that may be delegated from time to time by the Line Manager. Performance outcomes and measures will be outlined and reviewed yearly in accordance with PMA's Performance Review policy and procedures.

Advocate

- Advocates for Play Matters vision, mission, and strategy

Program Delivery

- Supports the establishment of the programs in consultations with the Line Manager
- Creates an inclusive and welcoming environment for families and children
- Organises and plans the implementation of activities/experiences to achieve program outcomes
- Develops session material in alignment with the program
- Ensures session content is relevant to group needs and interests



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- Delivers the session in alignment with early childhood frameworks and the funder's specifications
- Moderates the sessions to ensure participants enjoy a safe experience
- Enhances participant engagement during the session
- Communicates with parents in the group about the specific needs of their children within the scope and context of program delivery, so their needs can be met
- Role models safe children's play and assists children to negotiate the opportunities and challenges of being part of a social group
- Sets up and packs down resources as needed
- Maintains professional boundaries by directing families to appropriate resources/referral pathways to assist with their needs outside the scope and context of program delivery
- Collaborates with partnering organisations to enhance program effectiveness
- Responds to local enquiries from families who are interested in participating in the sessions
- Monitors program deliverables including stakeholder engagement, liaison with partners, time and budget to ensure alignment to the program outcomes/program manual specifications
- Supports the evaluation process for continuous improvement purposes

Regional Networking

- Promotes PMA within the local community to encourage active and ongoing participation of families
- Plans, coordinates and delivers marketing and promotional events to build awareness of programs
- Establishes and maintains networks with local service providers and/or community agencies for continued program and Organisational growth

Compliance and Administration

- Completes general administrative tasks as directed by the Line Manager
- Coordinates and/or completes all administrative and reporting tasks in a timely manner and in accordance with the contractual requirements of the program funder/s
- Collects and maintains accurate data entry in the appropriate information management system
- Supports the Line Manager with budget development and reporting
- Ensure compliance with all relevant legislation pertaining to this position
- Complies as far as able with any reasonable instruction, policy or procedure that is given by Play Matters Australia
- Maintains the privacy and confidentiality of program participants

Workplace Health & Safety (WH&S)

- Takes reasonable care of personal health and safety and ensures actions or omissions do not adversely affect the health and safety of other persons
- Contributes to a workplace environment and culture that adheres to WH&S legislation
- Commits to child safe practices and principles

Capabilities for Success, Experience and Qualifications

Within the context of the role described above, the ideal candidate will be someone who can demonstrate the following capabilities. Please refer to the PMA Capability Library (available on commencement of



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employment) for further information surrounding specific behaviours associated with each capability listed below.

PMA Values

Capability	Description	Level of Proficiency
Values Alignment	Embodies the PMA values of Creative & Fun, Collaborative, Welcoming & Inclusive, Contemporary practice, and Accountability.	1

Core Capabilities

Capability	Description	Level of Proficiency
Achieving	Utilises resources, systems and process to achieve results in addition to taking initiative, monitoring progress with a commitment to quality outcome.	1
Learning	Demonstrates self-awareness, and self-motivation for continuous learning, taking onboard feedback and applying new skills on the job.	2
Self-regulation	Manages one's behaviour through self-monitoring, self-evaluation and self-reinforcement, responding to pressure, adversity and/or setbacks effectively and exhibiting courage in the best interests of the Organisation.	1
Service Orientation	Manages service expectations and demonstrates a concern for client needs and satisfaction.	1
Teamwork	Actively participates as a member of a team, collaborating and supporting others, leveraging off the teams skills, sharing knowledge	1



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and moving the team toward the competition of goals.

Role Specific Capabilities

Capability	Description	Level of Proficiency
Communication	Uses communication tools, techniques and methods to transmit, and encode messages/information effectively. Responds by applying a range of communication behaviours.	2
Dilligence	Adheres to policy, procedures, legal and safety obligations, identifying risks, contributing to improvements, and keeping abreast of company policy/procedure changes.	1
Industry knowledge	Knowledge of the industry and legislation that surrounds practice and PMA specific knowledge including services/principles and ability to apply on a daily basis.	1
Relationships	Builds and maintains professional working relationships and networks with internal and external stakeholders.	1

Qualifications and/or Experience

- Diploma in Early Childhood Education (minimum), with a preference for a degree in Early Childhood Education or a related field
- Experience in a group facilitation that requires the ability to model positive strength-based strategies
- Experience working with families from varying social and cultural backgrounds (desirable)
- Experience in an early childhood teaching role (desirable)

Other Requirements of this Role

- Holds or is eligible to hold a Working with Children Check



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Additional Information

- You will be actively supported in your role including access to learning and development opportunities

Acknowledgement and Acceptance of Position Description

Name: _____

Date: ____ / ____ / ____

Signature: _____

