

Child Care Teacher

POSITION DESCRIPTION



Position Number:	3846
Department:	Community Services
Section:	Communities and Culture
Unit:	Library and Child Service
Position Status:	Casual
Classification:	Level Teacher, Band 1 to Teacher, Band 3 – Rockhampton Regional Council Certified Agreement 2018 – Internal Employees
Reports To:	Director City Child Care Centre
Revised:	January 2020

General Position Statement

This position supports Council's direction through assistance with the development of teaching programs and delivery of a quality child care service.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Work with the Director to develop effective and stimulating learning programs within the Early Years Learning Framework, supporting and mentoring other staff as required to deliver an approved program.
- Provide positive and responsive care for all children in the Centre, with a focus on developmental and routine needs.
- Observe, record and analyse children's development on a regular basis, using those observations to guide the development of programs and inform families.
- Ensure the maintenance of a safe, inviting and hygienic environment at all times, with constant supervision of children and the centre amenity.
- Work cooperatively with other team members to ensure the smooth and efficient operation of a room.
- Communicate effectively with children and families to maintain a welcoming and productive learning environment.
- Maintain a professional approach to work matters and the Unit.
- Comply with the Education and Care Services National Regulations, Education and Care Services National Law QLD 2011 Act, and the National Quality Standards.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Child Care Teacher

POSITION DESCRIPTION



Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Demonstrated professional experience working in a similar role within a child care centre or early years learning environment.
- Sound knowledge and understanding of the Education and Care Services National Law QLD 2011 Act, Education and Care Services National Regulations and National Quality Standards.
- Highly effective communication and interpersonal skills to relate to children, families and colleagues.
- Effective literacy, numeracy and technology skills to be able to effectively develop programs and record observations.
- Ability to quickly develop and apply knowledge of work practices and policies relevant to the Unit.
- A willingness to undertake further personal and professional development activities as required.

Qualifications

- Possess an approved early childhood teaching qualification as recognised by the Education and Care Services National Regulations for a position as an approved teacher in a centre based child care service.
- Current First Aid, CPR, anaphylaxis and asthma management certification.
- Blue Card for working with Children and Young People. This position falls under the definition of regulated employment in the *Working with Children (Risk Management and Screening) Act 2000* and as such, persons seeking engagement in this position must undergo screening checks under the blue card system administered by the Department of Justice and Attorney-General.

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council.

Additional Requirements

- Ability to work in a child care environment both indoor and outdoor.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- Ability to complete a satisfactory Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Ability to be immunised against Hepatitis A&B, Tetanus, MMR (Measles, Mumps, Rubella), Varicella (Chickenpox), Pertussis (Whooping Cough) and Influenza.

Child Care Teacher

POSITION DESCRIPTION



Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Present Incumbent:	
Signature:	
Date:	