

Early Childhood Education	Position Description – Early Childhood Teacher
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## SDN Children's Services - Position Description

**Position Title:** Early Childhood Teacher

**Section/Centre/Program:** Early Childhood Education

**Reports to:** Centre Manager

**Date:** April 2009

### Primary Objective:

Working as part of a team providing quality childcare services whilst observing the policies, procedures, values and philosophies of SDN Children's Services.

### Selection Criteria

#### Knowledge Skills and Experience:

##### Essential

- Diploma of Teaching (Early Childhood)/ Bachelor of Education or Teaching (Early Childhood).
- Current First Aid certificate
- Sound understanding of the development of children, their health, hygiene and nutritional needs
- Skill in providing appropriate experiences and inviting learning environments for children
- Sound understanding of and commitment to current Early Childhood educational practice, legislation & guidelines, including the NSW Curriculum Framework and the relevant Children's Services Regulations
- Understanding of current pedagogical thinking and research
- Excellent written and verbal communication skills

##### Personal Qualities:

- Demonstrates the ability to work as part of a team
- Demonstrates initiative and the capacity to work with minimal supervision
- Demonstrates professionalism, sensitivity and tact
- Demonstrates the ability to form warm, responsive relationships with children
- Commitment to continuous learning
- Passion and commitment to providing quality learning experiences

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- Willingness to advocate and promote a professional image of Early Childhood education and support the philosophies and values of SDN

**Desirable**

- Sound computer skills

**Key accountabilities**

**Program Development and Room coordination:**

- Assist SDN in the achievement of its mission, vision and strategic plan through the effective planning, implementation and evaluation of high quality Early Childhood learning experiences for children that reflect SDN's philosophy and are in line with the SDN learning and development framework.
- Ensure a high quality education and care program is planned, delivered and evaluated; and that within this, individual children's strengths, interests and needs are identified and their learning enhanced
- Reflect on the planning, implementing and evaluation of the early childhood program
- Responsible for the direction of other staff within the group, including allocation of room duties

**Relationships with children:**

- Communicate positively and openly with children on an ongoing basis
- Promote & guide positive behaviour
- Collaborate with children about their interests
- Support children in learning about the decision making process
- Identify and respond to babies / infants cues and needs
- Develop and maintain nurturing relationships
- Create a stimulating, positive and developmentally appropriate environment to foster and support all facets of child development (physical, social, emotional, language, creative and cognitive)
- Create an environment which ensures trust and security and provides flexible routines
- Guide and encourage children to undertake a variety of developmentally appropriate activities
- Provide physical care, assisting children in toileting, dressing and meal times
- Respond to the emotional needs of children
- Assist in the observation and evaluation of children's development

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- Assist in developing good nutritional practices for children
- Ensure that the dignity and rights of each child are maintained at all times
- Maintain up-to-date records for each child within the group
- Implement and maintain the principles of QI&AS

**Develop and maintain relationships with families and carers:**

- Conduct relationships in a professional manner ensuring privacy and confidentiality is maintained; prepared and considered information is provided; opportunities for meaningful exchanges are maximised and problem solving occurs in an ethical and appropriate manner
- Ensure regular exchange of relevant centre based information

**Challenges:**

- To provide innovative, high quality programs for all children utilising our services
- To meet the expectations of children and their families within budget and operational limitations

**Key Communications/Interactions**

**Internally:**

- All centre and SDN staff

**Externally**

- Parents/ Carers
- Community groups
- Service providers
- Professional networks

**Work within a legal and ethical framework:**

- Comply with SDN's policies and procedures
- Understand and follow licensing, legislation and regulations relevant to sector, e.g. NSW centre based Children Services Regulations 2004 and QI&AS
- Follow Child Protection guidelines and understand own responsibilities as a Mandatory reporter
- Work ethically in alignment with Australia Early Childhood Association Code of Ethics



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- Maintain and ensure confidentiality where appropriate

**Participate in the work environment:**

- Establish and maintain positive working relationships with colleagues which are fair, professional, supportive and respectful
- Reflect on and seek to develop own work performance
- Attend to incidental cleaning and housekeeping
- Attend meetings as requested
- Attend in-service on relevant Early Childhood topics
- Perform other duties specified by the Centre Director or Room Leader

**Occupational Health and Safety:**

- Responsible for personal health and safety
- Complies with SDN requirements in relation to OHS & Injury Management activities and responsibilities
- Identifies and reports OHS problems, where evident, in processes or systems
- Reports accident/incident information promptly to Supervisor and Health & Safety Manager

Name:

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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