

# Position Description

---

<b>Position title:</b>	<b>Early Childhood Teacher</b>
Position number:	1234
Group:	Rosny Early Learning Centre
Reports to position title:	Director Rosny Early Learning
Number of direct reports:	<input checked="" type="checkbox"/> Nil <input type="checkbox"/> 1 - 3 <input type="checkbox"/> 4 - 6 <input type="checkbox"/> 7 - 9 <input type="checkbox"/> 10 +
Range or classification:	CSW Level 5
Approved:	23 July 2025

## About the Group

---

The Rosny Early Learning Centre aims to provide high quality education and care that is based on the belief that children are confident and involved learners who learn through play and exploration.

The Early Childhood Teacher will offer a program that provides a variety of opportunities to learn through play and that fosters each child's unique abilities. The program is driven by children's interests, strengths and needs and is a balance of intentional teaching and children's emerging passions.

## Duties and Responsibilities

---

### **Ensuring children are well supervised at all times, including supervising:**

- Children engaging with all activities
- Sleep and rest periods
- The daily routine of children
- Children on excursions, as per the Centre's policy, and

- The safety and hygiene of children.

### **Daily Routines**

- Welcoming individual families, including managing separation challenges, and ensuring children are ready for departure at the families' expected arrival time.
- Liaising with parents in regard to children's activities, exchanging information in regard to the day/previous night and ensuring information is communicated to relevant room staff at change of room/shift.
- Assisting children in daily routines such as toileting, dressing, eating and sleeping.
- Preparing materials and equipment for educational activities.
- Reporting problems and concerns about child and room management to the staff member in charge of the room.
- Developing and maintaining positive partnerships with families.

### **Child Development**

- Developing an increased understanding of the individual needs of each child.
- Undertaking work with individual children with additional needs, as required.
- Supporting and guiding children's behaviour in a positive manner.

### **General**

- Attending staff meetings and in-service training as required.
- Working with other staff members and management in a co-operative manner.
- Ensuring open and positive communication is maintained at all times between staff, families, management and children.
- Role modelling and maintaining the regulatory requirements across educational and care services.
- Ensuring staff and children utilise effective health and hygiene practices, including meeting all regulations relating to food safety and preparation, medical management plans, and risk management plans, policies and procedures.
- Assuming an equal share of cleaning and maintaining a hygienic environment.
- Being aware of children's additional needs/requirements in diet/allergies etc.
- Understanding the organisational Philosophy, Policies and Procedures and their application to the role.
- Providing written accurate documentation that supports practice and compliance requirements.
- Ensuring that the physical environment is safe and suitable and promotes children's learning.
- Assisting with the supervision of workplace students.

**Early Childhood Teacher responsibilities working with the Educational Leader and Director on the following:**

- Providing an early education and care program in line with the National Quality Framework that reflect the children and families in the service.
- Evaluating programs and engage in reflective practice, to meet the National Quality Framework.
- Maintaining confidential and accurate updated records of children and families to meet legislative and regulatory requirements.
- Provide input to individual developmental progress reports as required.
- Maintaining ongoing communication with educators' parents and guardians including other stakeholders when required.
- Providing responsive care to children in care, based on their interests and needs.
- Assisting families with the children's transitions, ensure that families are provided with guidance and support when required.
- Developing and supporting positive channels of communication to ensure the smooth running of the service amongst all stakeholders.
- Supporting a culture of reflective practice.
- Contributing to the services Quality Improvement Plan.

In addition to the above, a worker may also be directed to carry out duties and tasks as are within the limits of the worker's skill, competence and training.

## **Selection Criteria**

---

1. Completion of an ACECQA approved Early Childhood Teaching Qualification (**Essential**).
2. A minimum of 2 years' experience in a long day care setting (**Essential**).
3. A sound knowledge and understanding of children and their development.
4. Well-developed interpersonal skills, particularly communicating sensitively with families and children, and the ability to engage confidently with all stakeholders.
5. Working knowledge of health and safety practices relevant to the early childhood education and care sector.
6. Good organisational skills including the ability to cope with high volumes of work, varying workloads and interruptions and to organise activities to provide efficient services
7. Well-developed digital literacy skills and the ability to adeptly use technology
8. Ability to work in a team environment.
9. Current First Aid Certificate (**Desirable**).

# Authority and Delegations

---

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

- There are no Delegations or Powers of entries that apply to this position.

# Pre-Employment Requirements

---

## Child and Youth Safety

Council is committed to the safety and wellbeing of children and youth while enabling their participation as a valued member of our community.

We have zero tolerance to child or youth abuse or harm. You are obligated to prioritise the safety of children and youth you interact with in the performance of your role and to report conduct of concern. For further information, please refer to our Safeguarding Children and Youth Policy and Code of Conduct available on our website, and the *Registration to Work with Vulnerable People Act (Tas) 2013*.

- A Registration to Work with Vulnerable People (Tas.) is required.

## National Police Check

- A current National Police Check is required for this position to assess the suitability of the preferred candidate. Appointment to the role is subject to the results of the check, and candidates whose history is deemed unsuitable will not be offered employment.