

Leeton Shire Council



POSITION DESCRIPTION

Leeton Shire Council Staff Mission and Values:

- ✓ *Our mission is to be proudly trusted by the Councillors and the Community to deliver for them the very best outcomes in the most effective manner whilst enjoying a harmonious workplace that values and rewards its workforce for service excellence.*
- ✓ *We are a values-driven workforce and are committed to demonstrating a set of shared values that we have cogenerated as a team of staff. These are:*

Trust Respect Integrity Collaboration Communication Innovation

- ✓ *With these values leading how we perform our roles, staff have the chance to develop as leaders in their own right, enjoy a sense of **wellbeing** and **safety** and show and receive **loyalty**.*

POSITION DETAILS

Position Title	Early Childhood Teacher – Room Leader
Directorate	Corporate
Department	Business Services
Location	Leeton Early Learning Centre, Valencia Street, Leeton NSW
Salary Grading	Grade 11
Employment Status	Full Time
Hours of Work	76 hours per fortnight worked over 19 days per month with one (1) rostered day off per month Part time hours to be arranged according to roster and availability (Part time will not accrue an RDO)
Supervisor	Manager/Nominated Supervisor , Leeton Early Learning Centre
Staff Reporting to Position	<ul style="list-style-type: none">▪ 2-3
Key Internal Relationships	<ul style="list-style-type: none">▪ Manager/Nominated Supervisor , LELC▪ Staff▪ Administration
Key External Stakeholders	<ul style="list-style-type: none">▪ Children and their family members▪ General Public

PRIMARY PURPOSE OF POSITION

- ❖ In conjunction with the centre leadership team develop, lead and support pedagogical practice at LELC that delivers experiences and activities that promote the optimum development of children in the areas of social, emotional, cognitive and physical growth as well as the health, welfare and educational needs of the individual child.
- ❖ Provide leadership and management to all staff within the room.
- ❖ Deliver high quality, inclusive programs using contemporary teaching theories, strategies and styles in accordance with relevant laws and regulation and best practice frameworks.

This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document.

All staff are expected to demonstrate behaviours that align with Leeton Shire Council core values, Code of Conduct and Equal Employment Opportunity Principles.

POSITION ACCOUNTABILITIES AND RESPONSIBILITIES

Finance:

- ❖ Regularly review and track budget expenditure.
- ❖ Develop cost, quantity and time estimates for activities.
- ❖ Assist in preparation and administration of the annual budgets and grant funding.

Strategy:

- ❖ Contribute to continuous improvements involving internal systems of work.
- ❖ Establish direction and priorities for the team in line with Operational Plan.
- ❖ Identify industry best practice and evaluate appropriateness for implementation.

Customer/Stakeholder:

- ❖ Monitor customer complaints and ensure issues are resolved in a timely manner.
- ❖ Plan and organise school and community interest group tours/talks.
- ❖ Participate in customer and stakeholder forums and meetings.

People Management:

- ❖ Supervise and coordinate the activities of a team.
- ❖ Conduct probation reviews and training assessment annual review in accordance with Council policy and processes.
- ❖ Carry out or participate in recruitment and selection for all relevant roles.

Operations:

- ❖ To lead, model and create engaging programs and environments that focus on children as individuals, as members of peer groups and as members of families within broader society with particular consideration for the interests, special needs and aptitude of each child.
- ❖ To use the Early Years Learning Framework, Australian Professional Standards for Teachers, National Quality Standards, ECA Code of Ethics, to develop teaching programs that are fit for purpose and compliant.
- ❖ To contribute to the centre's Quality Improvement Plan and reflect the Centre Philosophy and Vision within every day practice.
- ❖ To report any unusual observance to the Manager/Nominated Supervisor and/or Assistant Manager.
- ❖ To be responsibilities for all the children when the Manager/Assistant Manager is not present.
- ❖ To evaluate children's observations and use as evidence to reflect individual developmental outcomes.
- ❖ To use and implement the programming cycle and use a range of formal, informal, diagnostic, formative and summative assessment strategies to assess children's learning and inform parents.
- ❖ To share responsibility for the safety of the Centre's environment and its equipment.
- ❖ To assist the Centre Manager to develop, update, implement and evaluate service policies and procedures.
- ❖ To exercise direct responsibility for the management of staff and children in liaison with the Manager and Assistant Manager.

WORK, HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the safety of themselves, all employees of council and members of the public. Workers have the following responsibility, authority and accountability:

- ❖ On commencement, new staff must present evidence of having received current Covid-19 vaccinations
- ❖ Working safely so as not to put yourself or others at risk.
- ❖ Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented.
- ❖ Cooperating and complying with safe work methods statements, policies and procedures and participating in their development.
- ❖ Reporting all accident, incidents and hazards to your supervisor/manager immediately and participating in accident/incident investigation and risk management activities.
- ❖ Attend all WHS training.

A full list of Leeton Shire Council's WHS responsibilities and accountabilities are available within the '[Conditions of Employment Essential Information](#)' document.

SELECTION CRITERIA

Essential:

Qualifications/Licences/Experience:

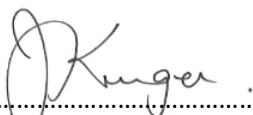
1. Bachelor of Teaching (Education in 0-5 years), or approved ACECQA Early Childhood Teaching qualification.
2. Current and maintained - Teacher Accredited under the NSW Education Standards Authority.
3. Must hold:
 - a) Current First Aid certificate (including Anaphylaxis & Asthma training).
 - b) Current NSW Working with Children's Check
4. Knowledge of Early Years Learning Framework, National Quality Standard, ECA Code of Ethics, Education and Care Services National Law and Regulations and Australian Professional Standards for Teachers.
5. Possess and maintain a current Class C driving licence. Failure to retain such licence may be grounds for instant dismissal.

Skills and Attributes:

1. Demonstrated sound interpersonal skills with the general public and fellow employees and the ability to work as part of a team.
2. Demonstrated ability to implement current pedagogical practices for children aged 0-5 years.
3. Commitment and skill in providing quality and appropriate experiences and inviting learning environments for children.
4. Proficient knowledge of computers and childcare specific software including Storypark or equivalent.
5. Demonstrated ability to actively problem solve.
6. Demonstrated capacity to be a team player and developing and maintaining peer respect.
7. Willingness to participate in skills training as and when required.

Desired Requirements:

- ❖ Statement of Attainment in identifying and respond to children and young of harm.
- ❖ At least two (2) years relevant work experience.



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Jackie KRUGER
General Manager

I hereby accept the terms and conditions set out in this position description for Early Childhood Teacher/Room Leader.

Dated this day of 20.....

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Signature