



COROWA PRESCHOOL ASSOCIATION INCORPORATED

POSITION DESCRIPTION - PRESCHOOL TEACHER

RESPONSIBLE TO: DIRECTOR

**RESPONSIBLE FOR
THE SUPERVISION OF:** PRESCHOOL ASSISTANTS, CASUAL PRESCHOOL ASSISTANTS

SALARY AND CONDITIONS: COROWA PRESCHOOL ASSOCIATION INCORPORATED
EMPLOYEE COLLECTIVE AGREEMENT

POSITION OBJECTIVE

- To lead, guide and support a team which provides high quality Early Childhood Education and Care to children.
- Provide ongoing support and assistance to the Management Team.
- To develop relationships which support families.

QUALIFICATIONS

- Approved Degree in Early Childhood Teaching or equivalent
- NESAS (NSW Education Standards Authority) Accreditation
- First Aid Certificate Approved Qualification
- Verified Working with Children Check
- Asthma Management Approved Qualification
- Anaphylaxis Management Approved Qualification
- Child Protection Approved Qualification

KEY ACCOUNTABILITIES

1 GENERAL RESPONSIBILITIES

Take Responsibility for:

- a. Work according to the Education and Care Services National Regulations under sections 301 and 324 of the Education and Care Services National Law.
- b. Work according to and reflect the ECA Code of Ethics
- c. Comply with the policies and procedures of the Centre and provide ongoing support and assistance to the Director and Nominated Supervisor in curriculum development, parent and community liaison, staff professional development and training, and any other areas as the need arises

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- d. Ensure compliance with Child Protection legislation and policies
- e. Demonstrated professional level of written and verbal communication
- f. Ensure the Centre Director/Nominated Supervisor is informed of any problem arising, which would affect the children or the smooth running of the centre
- g. Promote open communication between families and staff
- h. Create a safe, supportive, stimulating and environment for the children, parents and staff.
- i. Participate in and record ongoing professional development and training programs to comply with NESA accreditation requirements
- j. Have a commitment to the National Quality Framework
- k. Develop an understanding of and commitment to the components of the Early Years Learning Framework
- l. Have a working knowledge of Anti Bias Curriculum Development and its implications to care and education
- m. Keep up to date with current developments in the Early Childhood field
- n. Any other duties, within the scope of the position, as specified by the Director/Nominated Supervisor

2 CHILDREN

- a. Create a safe, supportive, stimulating and educational environment for the children that meets their individual and collective needs
- b. Protect children and their rights
- c. Form relationships with children which are comforting and nurturing
- d. Plan, implement and evaluate programs suitable to the individual needs and interests of children to reflect the learning outcomes identified in the Early Years Learning Framework
- e. Maintain ongoing records of the child's development and enrolment information
- f. Ensure that the children are safe and adequately supervised at all times
- g. Be aware of children's additional needs/requirements – diet/allergies etc
- h. Assist with the implementation of daily routines and ensure that they are flexible and appropriate to the children's needs
- i. Maintain supplies and equipment levels for the room or centre, advising when supplies are low
- j. Ensure a high standard of hygiene, health and nutritional practices in compliance with procedures and policies
- k. Administer and record first aid or medication in compliance with procedures and policies

3 STAFF

- a. Demonstrate strong leadership skills and the ability to contribute effectively to a team environment
- b. Develop positive channels of communication to ensure a smooth running centre
- c. Contribute toward a healthy team environment
- d. Collaborate with staff to ensure that the program is continually improving
- e. Participate in ongoing professional development and training programs.
- f. Attend staff meetings as required
- g. To assume an equal share of housekeeping duties and work on rosters as designated
- h. Ensure that equipment is respected and maintained to an optimal level of safety

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- i. Be aware of and perform daily duties and responsibilities as required
- j. Be aware of and adhere to the Centre's policies and procedures
- k. In the event of illness inform Director/Nominated Supervisor at the earliest time possible so a suitable replacement can be arranged
- l. Communicate with the Director/Nominated Supervisor on all matters relating to the Children's wellbeing

4 FAMILIES

- a. To develop and maintain positive relationships with families
- b. Encourage families to participate in centre decision making and experiences
- c. Share information with the family relating to their child and the daily activities of the centre
- d. To create a safe, supportive and informative environment for families
- e. To act as a resource person for families
- f. To attend parent meetings and special events as required
- g. Ensure confidentiality and discretion of information regarding families, committee and staff and ensure appropriate record keeping and document storage procedures are maintained and adhered to

5 WORKPLACE HEALTH AND SAFETY AND INJURY MANAGEMENT

- a. Have a sound knowledge of safety regulations and evacuation procedures.
- b. Maintain a clean and safe work environment while complying with all the Centre's safety policies and procedures.
- c. Work within guidelines as detailed in the relevant WH & S policies and procedures.
- d. Report all workplace accidents and hazards completing appropriate documentation. Implement immediate action for identified hazards if able to do so.
- e. Participate in workplace consultative meetings as required and recommend improvements to relevant WH & S policies and procedures.

6 CHILD PROTECTION

- a. To assist the Director/Nominated Supervisor in implementing Keep them Safe strategies to comply with child protection in the workplace – responding to allegations of reportable conduct against employees
- b. Inform the Director/Nominated Supervisor of all allegations or convictions of a child protection nature against an employee, of which you become aware
- c. Ensure compliance as a mandatory reporter, which requires reporting to Family & Community Services, where there is reasonable grounds to suspect that a child is at significant risk of harm

7 OUR COMMUNITY

- a. Manage information which assists families to access resources within our community
- b. Be an advocate for high quality services for children in our community

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- c. Build social capital by promoting our community participation in decision making
- d. Manage excursions and experiences with children which promote awareness of our community
- e. Ensure students on placement are effectively supervised and provide a supportive learning environment which communicates progress, advises and assists students as required

I understand and accept the duties and responsibilities of this job description

Employee

Name: _____ Signature: _____ Date: _____

Supervisor

Name: _____ Signature: _____ Date: _____