

POSITION DESCRIPTION

Early Childhood Teacher



Reports to:	
Director of the Early Learning Centre	
Department/Section:	
Early Learning Centre	
Key Relationships:	
Internal <ul style="list-style-type: none">• ELC Educators• Director of ELC• Families and their children• MLC Teachers and Operations staff	External <ul style="list-style-type: none">• Prospective families• Members from the local community
Qualifications and Experience:	
Essential <ul style="list-style-type: none">• Bachelors Degree or equivalent qualification and registration with TRBWA• First Aid qualification (HLTAID004 Provide an emergency first aid response in an education and care setting) or ability to obtain• Experience and passion in early childhood education	
Role Purpose:	
To teach and deliver appropriate Early Learning programs and Curriculum to early childhood students.	
Role Responsibilities:	
Educational program and practice: <ul style="list-style-type: none">• Develop and implement a contemporary educational program in conjunction with Assistant Educators in the room• Ensure that learning is professionally presented in a contemporary and authentic manner to foster personal growth and development• Maintain accurate records and ensure daily, weekly and monthly documentation is accurate	
Health and Safety: <ul style="list-style-type: none">• Ensure all individual student's educational and physical needs are met throughout the day• Ensure the Director is kept up to date and informed on any matters relating to the educational needs or care of any child in the Early Learning Centre• Ensure a safe environment is maintained for children, parents and all staff and meets the National Quality Standards• Adhere to food safety regulations• Maintain a thorough knowledge of relevant Child Protection Law matters applicable to the jurisdiction and act as a mandatory reporter in any child protection matter under the guidance of the Director	
Environment: <ul style="list-style-type: none">• Manage resources effectively in relation to maintenance, room layout and update provocations to mirror the educational program	
Professional Collaboration: <ul style="list-style-type: none">• Maintain effective and consistent communication with all staff, parents and the Director• Attend relevant meetings where required• Manage the quality of your own work and the work of others in your immediate team	

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Relationships and collaborative partnerships with children and families:

- Build and maintain respectful and genuine partnerships with families and communities
- Maintain respectful relationships with children at all times
- Cultivate responsive and genuine interactions with children
- Develop and maintain collaborative partnerships with local schools to assist children's transition to school (where applicable)

Leadership:

- Guidance, support and mentor Assistant Educators, students and volunteers working in the Early Learning Centre
- Role-model best-practice to Assistant Educators, students and volunteers
- Encourage Assistant Educators, students and volunteers to engage with children
- Contribute to appraisals for Assistant Educators under the guidance of the Director
- Contribute to the Centre's Quality Improvement Plan (QIP) and support the Director with the implementation of strategies to improve practice across the Centre
- Reflect the Centre Philosophy and Centre Vision in all daily practices
- Contribute to the create a cohesive and unified team

If the Early Childhood Teacher is also the Room Leader, the following also applies:

- Develop and implement systems to effectively run the room
- Serve as a member of the leadership team of the Early Learning Centre which:
 - a) Contributes to the development of the Centre
 - b) Maintains a growth mindset and focuses on professional development of self and others
 - c) Supports the Director in creating and implementing the vision of the Early Learning Centre
 - d) Lead team meetings
 - e) Builds respectful, trusting, nurturing and equitable professional relationships

Compliance:

- Maintain knowledge of the National Quality Framework and comply with all its requirements.
- Ensure compliance with all MLC and ELC policies, procedures, and guidelines.
- Ensure compliance with the National Laws and Regulations in the Early Childhood Sector.
- Comply with the Early Childhood Code of Ethics

Additional:

- Assist in administrative functions where necessary
- Complete any additional duties as requested by the Director
- Uphold the vision, values and mission of the College at all times
- Undertake other duties as may be directed

Appointment Period:

Ongoing/permanent Full time