

Position Vacant

Teacher – Early Childhood

Position will remain open until filled

How to Apply

1. Covering Letter

Provide a covering letter outlining your experience and reason for wanting to apply for this position.

2. Selection Criteria

Address the essential selection criteria listed in the position description.

3. Resume

Provide a resume, which includes:

- Education and Qualifications;
- Professional Development (any other courses you have completed or are currently enrolled in);
- Computer skills and software packages you are familiar with;
- Employment History (Position, School/Organisation, Dates);
- Copy of Blue Card; and
- Name and contact details of two referees.

4. Submit Application

The job will remain open until this position is filled. Your application can be emailed to employment@napranum.qld.gov.au or delivered in person to the Napranum Council reception 320 Wa-Tyne St Napranum.

Please note applications that are submitted **without** a cover letter or information addressing the selection criteria **will not be** assessed.

Position Description

Title:	Teacher-Early Childhood	Classification Level	
Department	Child and Family Support Services	Award	Queensland Local Government Industry (Stream A) Award – State 2017
Reports To:	NECC Supervisor	Location	Napranum
Nature of Employment	Full-Time		

PRIMARY POSITION OBJECTIVE/S

- Under the leadership of the Nominated Supervisor and the Educational Leader of the Napranum Early Childhood Centre (NECC) Preschool ensure children are provided with the highest level of education as per Early Years Learning Framework (EYLF) and Building Waterfalls (C and K).
- Provide a safe environment for children to learn and develop.

NASC VALUES

Our Values are the principles and beliefs that define who we are as a Council. They provide purpose and direction and help to guide the decisions we make every day to support the implementation of our Corporate Plan in the best interests of the Napranum community.

Local Participation	The diversity of our community is one of our strengths. We are committed to creating and supporting opportunities for local people.
Mutual Respect and Trust	Building and maintaining positive relationships that are based on mutual respect and trust.
Professionalism	We are acting within the limits of our authority and maintain a high standard of ethics and integrity.
Pride	We are demonstrating our pride by connecting with the community and celebrating our successes.
Listening to Our community	Taking time to listen to the people of Napranum to ensure we are working on delivering the programs and services that will make a real difference to people's lives.
Accountability	We are taking ownership for the decisions and actions that impact our community.
Innovation and Continuous Improvement	We show leadership and encourage new initiatives and a culture of continuous improvement

JOB RESPONSIBILITIES

- To maintain confidentiality in matters relating to children, parents and staff.
- To keep written curriculum and child developmental records.
- To take primary responsibility for program planning and implementation and for supervising the preschool group at the NECC.
- To carry out the policies of the NECC as Council prescribes.
- To provide professional support, and cooperate with the Nominated Supervisor and the Educational Leader in maintaining high standards in administrative and educational programs.
- Supervise the children in your care and provide a safe environment for the children.
- Promote and show respect for the children and families of the NECC. This includes recognising and respecting the cultural and social backgrounds of the children.
- Identify and encourage children's learning and development through the recognition of interests and abilities.
- To work with the Nominated Supervisor and the Educational Leader to draw up guidelines for supervision, safety and discipline within the group.
- Identify and encourage children's learning and development through the recognition of interests and abilities.
- To supervise the Teacher's Assistant for the group and actively involve the assistant in planning and delivery of the program/curriculum.
- To attend staff meetings as convened by the Nominated Supervisor or Educational Leader, and contribute to those meetings by sharing ideas, issues, concerns, etc.
- To mentor other NECC staff for development and upskilling as directed and identified by the Nominated Supervisor or Educational Supervisor.
- To implement, maintain and adhere to the Quality Improvement Plan (QIP) as directed.
- Form and maintain positive relationships with the children and families of the NECC.
- Work with fellow staff and maintain positive relationships with other team members.
- Follow the NECC's policies and procedures to ensure a safe workplace for both children and staff of the NECC. This includes adhering to the Emergency plan and reporting guidelines for any accidents/incidents or maintenance.
- To check equipment supplies regularly and keep the Nominated Supervisor informed about maintenance needs
- To attend professional development/in service activities as may be appropriate from time to time and support other staff in their professional development.
- To be aware of any requirements of regulations, standards or other requirements applying to the NECC.
- Adhere to, and enforce on any other Council staff or visitors when necessary, all other obligations under the Work Health Safety Act 2011 or as amended or replaced.
- Represent the Council in a positive and responsible manner at all times.
- Comply with all Council policies and Code of Conduct.
- Undertake all other relevant duties as directed from time to time, consistent with skills, competence and training.
- The key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council's Operational and Corporate Plans.

PERFORMANCE CRITERIA

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the NECC Supervisor.
- Work shall be performed in accordance with industry-accepted standards, quality standards and in accordance with the current Work Health and Safety Act 2011 and other legislative requirements and standards appropriate at the time and including Council's policies and procedures.
- Allocated tasks shall be completed within agreed timeframes.
- Follow Council employment and working arrangements, agreements and rulings on attendance at work and leave. This includes not being absent without approval and accurately and truthfully recording work and leave periods. Employees have an obligation to promptly notify Council as soon as practicable upon becoming aware that they are going to be absent from work.
- Active participation in supervision discussions, performance reviews professional development activities, staff meetings and training as required or directed.
- Demonstration of a spirit of co-operation towards other employees and the achievement of Council's aims and objectives.

CORPORATE RESPONSIBILITIES

- Adhere to, and enforce on any other Council staff or visitors when necessary, all other obligations under the *Work Health Safety Act 2011* or as amended or replaced.
- Maintain a high level of confidentiality at all times.
- Represent the Council in a positive and responsible manner at all times.
- Comply with all Council policies and Code of Conduct.
- Maintain effective Communication.
- Undertake all relevant duties as directed from time to time, consistent with skills, competence and training.
- The key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council's Operational and Corporate Plans.

SELECTION CRITERIA

Essential

- Completed Diploma of Early Childhood Education or more than 2 years completed or equivalent.
- Ability to plan a developmentally appropriate program for individuals and groups of preschool children based on their needs, skills and interests.
- Hold a current HLTAID004 (Provide an Emergency First Aid Response in an Education and Care Setting) Certificate or be willing to obtain one within (3) months of employment.
- Broad knowledge of employer and employee responsibilities under the Work Health Safety Act 2011.

EXTENT OF AUTHORITY

The incumbent is expected to exercise initiative, sound judgement and situational sensitivity at all times. Decisions and actions are to be consistent with (and within the scope of) the achievement of the position’s objectives.

They must also reflect Council’s strong commitment to outstanding client service.