

Position Title	Early Childhood Teacher
Department	Community Services
Unit	Children's Services
Team	All Council Children's Centres and Preschool
Supervises	Nil
Reports To	Manager Children's Services
Grade Range	G
Date Prepared	23/09/2019
Date Last Updated	13/07/2026

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed
to **safety**



We work as
one **team**



We act with
integrity



We care about
our **customers**



We **continuously**
improve

Primary purpose of position

Supports active, collaborative leadership and teamwork among Educators and Room Leaders in the development, implementation, assessment, and evaluation of a child-focused education and care curriculum. Ensures that the curriculum aligns with the service philosophy and meets all requirements of the National Quality Framework.

You will be committed to working as part of a child safe organisation, dedicated to creating inclusive, supportive environments where every child feels safe, respected and empowered. To ensure zero tolerance for any form of child abuse or harm and to share the responsibility of upholding our strong child safeguarding culture.

The Early Childhood Teacher also contributes to service management and provides guidance and support to build the professional learning and capability of staff.

Accountabilities

- Act in a manner that upholds and promotes the best interests, safety, and wellbeing of every child.
- Fulfill all mandatory training and reporting obligations and ensure deep knowledge of current child protection legislation.
- Work within the National Quality Framework, the Early Childhood Australia Code of Ethics, Child Safe Standards, the service philosophy, policies and procedures.
- Collaborate with other educators to develop, implement, and evaluate a high-quality education and care curriculum that aligns with the service's philosophy, policies, and procedures, The National Quality Standards, The Education and Care Services National Regulations, The Education and Care Services National Law, The Early Years Learning Framework (V2.0) / My Time Our Place (V2.0) and The Child Safe Standards
- Support, guide, and mentor educators within the room to ensure the learning framework is embedded through making children's learning visible, responding positively to guidance from the Educational Leader, maintaining documentation consistently, cyclically, and to a high professional standard, linking planning and practice to the Approved Learning Framework outcomes and relevant early learning theories.

- Provide leadership in documenting, observing, and assessing children's learning by accurately recording information about the child and family, observing children's play, behaviours, and learning dispositions, analysing observations to inform intentional planning, implementing and enacting plans, evaluating and critically reflecting on personal and team practice to inform future planning
- Role-model and facilitate learning opportunities that are responsive to meaningful and teachable moments, diversity, inclusion, and cultural competence, both intentional and spontaneous interactions and children's agency, voice, and choice
- Recognise and respect the diversity of families.
- Be available and capable to act in role of Centre Director as needed.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Technical/ Professional Specialist

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Adept
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Innovate and Improve	Adept
	Deliver Results	Adept
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Act with Integrity	Advanced	• Models ethical behaviour and reinforces it in others • Represents the organisation in an honest, ethical and professional way and sets an example for others to follow • Promotes integrity, courage and professionalism inside and outside the • Monitors ethical practices, standards and systems and reinforces their use • Proactively addresses ethical and people issues before they magnify
Relationships		
Communicate and Engage	Adept	• Tailors content, pitch and style of communication to the needs and level of understanding of the audience • Clearly explains complex concepts and technical information • Adjusts style and approach flexibly for different audiences • Actively listens and encourages others to provide input • Writes fluently and persuasively in a range of styles and formats
Personal Character		
Lead Self	Adept	• Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance

Personal Character		
Safety and Accountability	Adept	• Is prepared to make decisions within own level of authority • Takes an active role in managing issues in the team • Coaches team members to take responsibility and follow through • Implements safe work practices and manages work health and safety risks • Identifies and manages other risks in the workplace
Personal Character		
Display Resilience	Adept	• Is flexible, showing initiative and responding quickly to change • Accepts changed priorities and decisions and works to make the most of them • Gives direct and honest feedback/ advice • Listens when challenged and seeks to understand criticisms before responding • Raises and works through challenging issues and seeks alternatives • Stays calm and acts constructively under pressure and in difficult situations
Relationships		
Customer and Community Focus	Adept	• Demonstrates a sound understanding of the interests and needs of customers and the community • Takes responsibility for delivering quality customer- focused services • Listens to customer and community needs and ensures responsiveness • Builds relationships with customers and identifies improvements to services • Finds opportunities to work with internal and external stakeholders to implement improvements to customer services

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council's WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council's Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Degree in Early Childhood Education (ACECQA approved/recognised qualification)
- Current Working with Children Check (WWCC)
- Current Identify and Respond to Children and Young People at Risk of Significant Harm
- Current approved Senior First Aid Certificate including Asthma and Anaphylaxis
- Current CPR certificate
- Completed National Mandatory Training

Essential Experience

- Minimum 3 years demonstrated experience in providing quality learning experience and environments for young children
- Demonstrated knowledge of mandatory reporting obligations and high level knowledge of current child protection legislation
- Demonstrated knowledge and experience in implementing the National Early Years Learning Framework, My Time Our Place, National Quality Standard and Child Safe Standards.
- Demonstrated experience in curriculum development and documenting children's learning.
- Ability to relate effectively to children and their families and to be attuned and responsive.
- Ability to work effectively in a team environment.
- Developed communication and inter-personal skills.

Desirable Qualifications and or Experience

- Leadership and management training
- Effective communication skills training
- Experience as Nominated Supervisor

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☒	☐
Does this position require incumbent to undergo criminal reference check?	☒	☐
Does this position require incumbent to demonstrate good driving Licence class required: Click to Specify Licence	☐	☒
Will incumbent need to make disclosure of pecuniary interest?	☒	☐
Could there be a conflict of interest with secondary employment?	☒	☐