



TEACHER
DUTIES AND RESPONSIBILITIES

POSITION TITLE: Teacher – Mudgee Community Preschool

REPORTS TO: Director / Educational Leader – Mudgee Community Preschool

SKILLS AND EXPERIENCE	DETAIL
Academic/Technical qualifications	<ul style="list-style-type: none"> • Early Childhood teaching degree (ACECQA approved) • Clear Working with Children check • Registration with NESAs • Current First Aid Certificate, Anaphylaxis and Asthma
Knowledge and experience	<ul style="list-style-type: none"> • Thorough and demonstrated understanding of the National Quality Standards, Early Years Learning Framework, educational theories and children's development. • Demonstrated experience in early childhood curriculum development and documenting children's learning
Capabilities	<ul style="list-style-type: none"> • Ability to relate effectively to children and their families • Ability to work effectively in a team environment • Developed communication and inter-personal skills • Commitment to ongoing professional learning

Job Summary

The teacher provides active leadership to Educators in the development, implementation and evaluation of a child-focused education and care curriculum, ensuring the curriculum is consistent with the Preschool philosophy, policies and the requirements of the National Quality Framework. The teacher contributes to the management of, and supports the professional learning of staff.

Accountabilities and Key Performance Indicators

Education and Care of Children

1. Act In a manner that promotes the best interests of the child.
2. Develop and implement a high quality education and care curriculum that is consistent with:
 - The Preschool philosophy, procedures and policies
 - The requirements of the *Children (Education and Care Services National Law Application) Bill 2010, Education and Care Services National Regulations* and the *National Quality Standard for Early Education and Care*;
 - The Early Years Learning Framework (EYLF)
 - The *Code of Ethics of Early Childhood Australia*;
3. Lead and ensure the embedding of the EYLF within the curriculum .
4. Provide leadership and mentoring to Educators to

- Ensure the effective running of the Room
 - Ensure daily organisation of Educators
 - Create a safe, supportive, stimulating and educational environment for the children.
5. Provide leadership to Educators , and support in:
 - Documentation of children and family information
 - Observations of children
 - Evaluation of observations and planning
 - Implementation of plans
 - Reflection of own and teams' practice
 - Development, implementation and evaluation of Individual Learning Plans as required
 6. Maintain appropriate documentation of children's learning as outlined in the National Quality Standards
 7. Provide role modelling in the development of consistent positive relationships with children and between children.
 8. Respond and demonstrate considered responses to children's strengths, interests and needs and engage children in curriculum decision making.
 9. Provide an inclusive environment to support every child's learning, reflective of the diversity of the community.
 10. Maintain the dignity and rights of every child.

Partnerships with families

1. Demonstrate respect for the families' role as the child's first teacher
2. Create a safe, supportive and informative environment for families
3. Build and maintain positive relationships with families of the Preschool
4. Ensure professional communication with families at all times.
5. Ensure parents/carers are appropriately informed and consulted with, about the care of their children and their educational program.
6. Draw on the knowledge and experience of families to support their child's learning.
7. Engage in shared decision making with families with regard to their child's learning and wellbeing.
8. Act a resource person for families, referring them to appropriate services within the community when necessary and providing them with relevant information.

Partnerships with other Educators and Professionals

1. Build collaborative and ethical relationships with all staff at the Preschool based on respect, trust and honesty.
2. Engage in professional conversations with other educators to enhance knowledge and practice.
3. Engage in professional conversations with other professionals as is appropriate and with the knowledge of the Director.
4. Acknowledge and support personal strengths, professional experience and team diversity.

Professional Conduct and Learning

1. Work within the National Quality Framework, the Early Childhood Code of Ethics, the Preschool philosophy, policies and procedures.
2. Engage in reflective practice and ongoing professional development
3. Consistently contribute as an effective team member.
4. Maintain awareness of contemporary Education and Care practice to inform quality educational programs.
5. Actively participate in a performance appraisal process

6. Contribute to the development, implementation and evaluation of the Quality Improvement Plan
7. Attend and contribute to staff meetings and other whole of staff professional learning events.
8. Actively participate and contribute as a member of the Preschool leadership team.
9. Undertake Child Protection training at intervals decided by the Director.

Community Partnerships

1. Actively support the Preschool's philosophy, policies and procedures and positively represent the Preschool to external contacts at all opportunities.
2. Actively participate in and contribute to community projects and activities.
3. Be an advocate for high quality early childhood education and care in our community.
4. Seek to build positive relationships and partnerships within the community to support children's inclusion, learning, wellbeing and transitions.
5. With guidance from the Director, support families to access support and assistance within the community.

Workplace Health and Safety (WHS)

1. Work in a manner that does not pose a risk to self or others.
2. Ensure a safe and healthy work environment at all times.
3. Implement and monitor effective WHS practices in accordance with regulations, legislation and Preschool policies.
4. Understand, implement and review emergency management procedures as required.
5. Ensure the Preschool's duty of care to children and their families is strictly maintained, including Mandatory Reporting when appropriate.

Award: Educational Services (Teachers) Award 2010