

## Position Description

### Early Childhood Teacher – Integrated Service



#### Our Vision:

Leading our communities to excellence in integrated health and community services.

#### Our Mission:

To provide people of all ages with access to quality, person-centred care in the Mallee.

#### Our Philosophy:

Equitable and timely access to innovative models of care, supported by a local workforce that is engaged with the community.

#### Our Services:

Mallee Track Health and Community Service (MTHCS) is classified as a multipurpose service (MPS) and provides a range of services across all the Mallee Track Communities; a total area of 18,000 square kilometres. MTHCS services include community and district nursing, a broad range of community and allied health services, neighbourhood houses, early childhood education and care, and access to primary health care. In addition, medical clinics, acute medical care, urgent care and residential aged care are provided at Ouyen and Sea Lake.

#### Public Sector Values

As a Public Sector organisation, Mallee Track Health and Community Service adheres to the public sector core values. All staff are required to subscribe to the following values:

- **Responsiveness:** Providing frank, impartial and timely advice to the Government; providing high quality services to the Victorian community and identifying and promoting best practice.
- **Integrity:** Being honest, open and transparent in dealings; using powers responsibly; reporting improper conduct; avoiding real or apparent conflicts of interest and striving to earn and sustain public trust of a high level.
- **Impartiality:** Making decisions and providing advice on merit and without bias, caprice, favouritism or self-interest; acting fairly by objectively considering all relevant facts and fair criteria and implementing Government policies and programs equitably.
- **Accountability:** Working to clear objectives in a transparent manner; accepting responsibility for their decisions and actions; seeking to achieve best use of resources and submitting themselves to appropriate scrutiny.
- **Respect:** Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying; using their views to improve outcomes on an ongoing basis.
- **Leadership:** Actively implementing, promoting and supporting these values.
- **Human Rights:** Making decisions and providing advice consistent with human rights and actively implementing, promoting and supporting human rights.

#### MTHCS Values

- **Accountability:** We define our expectations and are accountable for our actions.

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- **Excellence:** We set high standards and continually strive to improve on them.
- **Compassion:** We treat everyone with care, respect and dignity.
- **Teamwork:** We work collaboratively and in the spirit of partnership.
- **Integrity:** We endeavour to do the right thing in all circumstances, even if no-one is watching.
- **Transparency:** We are open and honest and embrace positive change.

**Mallee Track Health and Community Service is a smoke free workplace**

**DEPARTMENT:** Early Years

**POSITION TITLE:** Early Childhood Teacher

**RESPONSIBLE TO:** Director of Community Services

**POSITION STATEMENT:**

This position requires the incumbent to lead a team of educators and the educational program for an integrated Pre-school and long day care program. The position requires the leader to have a sound understanding of Early Childhood Development, have communication and leadership skills to create a welcoming, caring and supportive environment for children to achieve full potential and foster strong relationships with families. The person must be able to work autonomously, be self-motivated and demonstrate initiative and work in a cooperative, flexible and professional manner with the Early Years Manager and Early Years Program Leader.

**KEY SELECTION CRITERIA:**

**Essential:**

- Bachelor of Early Childhood or working towards recognised equivalent, VIT registered.
- Develop a high-quality educational program in consultation with children, families and Educators to achieve best outcomes for children.
- Lead a team of Educators to implement an early childhood program within an integrated service model driven by children’s interests, and underpinned by the Early Years Learning Framework to meet the developmental needs of children.
- Work in a collaborative, flexible and professional manner with children, families and staff.
- Demonstrate sound communication and leadership skills in managing teams.
- Work directly with the Early Years Manager and Early Years Program Leader to provide leadership and best practice in the delivery of Early Years Services.
- Current Victorian Driver’s Licence.
- Current Police Check.

**Desirable:**

- Demonstrated ability to plan and manage time effectively with limited direction.
- Knowledge and understanding of rural communities.
- Demonstrated ability to develop and sustain partnerships with staff, families, local schools and key community stakeholders.

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## KEY RESPONSIBILITIES:

### Organisational:

- MTHCS has a responsibility to maintain current policy; it is the responsibility of all staff to ensure compliance with relevant regulatory requirements and MTHCS policies and procedures.
- Support systems that provide safe, high quality care that increases patient experience and patient centred care.
- To comply with MTHCS Code of Conduct.
- To ensure that MTHCS Infection Control guidelines are fully implemented.
- Demonstrate awareness and understanding of diversity and culture.
- MTHCS has a responsibility to maintain current policy; it is the responsibility of all staff to be aware of current policy.
- Maintain current and accurate knowledge of the relevant acts, regulations, legislation and codes of practice that affect Education and Care services and incorporate these in to practice. Including;
  - Children's Services Act 1996
  - Children's Services Regulations 2009
  - Education and Care Services National Law
  - Education and Care Services National Regulations
  - National Quality Framework
  - Child Safe Standards
  - Reportable Conduct Scheme
- Undertake responsibilities with being the supervisor or nominee at the service.
- Maintain accurate and complete documentation for children and families as required by regulations.
- Take on the leadership role in team meetings.

### Planning and Leadership

#### Children

- To develop, in consultation with families and staff, an educational program appropriate to the individual developmental needs of children.
- To display the educational program and other relevant information in the centre, updating regularly.
- To develop, record and maintain specific objectives for individual children based on the regular documentation methods across all aspects of each child's development.
- To ensure a relaxed, friendly and safe environment where children and families feel welcome, engaged and supported.
- To identify children with additional needs and plan for them appropriately, considering input from Specialist children's services, Pre-school support workers and the child's family.
- To discuss with relevant staff, needs of families and children attending the centre so that they carry out their duties effectively.
- To undertake any action necessary to ensure the health and safety of children and their families in the integrated setting and on approved activities outside the centre setting.

#### Parents

- To actively encourage parents and families' involvement in developing and implementing the program at the centre.
- To share information to the Parent Advisory Group on childhood development and the pre-school program on a regular basis.
- To provide regular information about the program, the operation of the program and child development and progress for parents in verbal and written form as required.
- To convey any developmental or behavioural concerns to parents respectfully and in a timely manner, to ensure appropriate action is taken to support children and families.

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- To ensure new families are appropriately enrolled and orientated to the service.

**Professional:**

- To be responsible for the day to day supervision of staff performing duties related to the group/s for which the position is directly responsible.
- A working knowledge of the appropriate curriculum frameworks and an ability to develop and implement a high quality educational program that reflects the diverse nature of the centre, local and wider community.
- To facilitate regular and positive communication within the team and management and programming for the centre.
- To provide support and guidance to staff in updating their professional knowledge and practice.
- Workload and time management skills including a high level of administrative and reporting skills (i.e. Quality Improvement Plans).
- To keep abreast of current early years issues and to liaise with relevant early childhood services and other professional services and organisations in the community to support good outcomes for children and their families.
- Observe, critically reflect and provide mentoring and feedback to staff regarding their practice within the Early Learning Centre.
- To actively source and attend relevant Professional Development opportunities, share new learnings with colleagues, and ensure current practices and good outcomes for children are achieved.
- Liaise and make recommendations to the Director of Community Services regarding the pedagogical practices of the Early Learning Centre.
- All staff members shall be expected to demonstrate professional responsibility by maintaining knowledge and skills in their area of employment.
- All staff members are expected, as part of their role in providing a safe environment for children, families and staff members, to attend specific mandatory training appropriate to their position.
- Other duties as directed.

**Child Safe Organisation**

- Mallee Track Health and Community Service is committed to preventing child abuse, identifying risks early, and removing and reducing these risks.
- Mallee Track Health and Community Service is a child safe and equal opportunity employer. We are committed to child safety and have zero tolerance of child abuse. Applicants should be aware that we carry out Working with Children, Police Records and reference checks to ensure that we are recruiting the right people.

**OCCUPATIONAL HEALTH & SAFETY AND ENVIROMENTAL - All MTHCS employees will:**

- Ensure that they take reasonable care to protect their own health and safety, and the health and safety of others.
- Use any equipment provided for health and safety purposes.
- Obey reasonable instructions given by MTHCS in relation to health and safety at work.
- Help MTHCS meet our duty of care, such as by undertaking hazard inspections.
- Comply with all MTHCS OHS policies and procedures
- Ensure they do not interfere with or misuse anything provided in the interests of health and safety

Section 21 of the Occupational Health & Safety Act 2004, requires an Employer to provide and maintain, so far as is reasonable and practicable, a safe workplace for all employees and ensure that no employee is placed at risk of injury while performing the duties and responsibilities required by their position.

To comply with this obligation, MTHCS requires all candidates/employees to have the mental and physical capacity to safely perform the inherent requirements of the position they are applying for (or have been appointed to).

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If a risk is identified and fitness to safely perform the duties of the position needs to be determined, MTHCS with the agreement of the candidate/employee, will arrange an independent medical assessment to determine capacity to safely perform the inherent requirements of the position to minimise the risk of injury or aggravation of any pre-existing condition the candidate/employee may have.

**COMPULSORY TRAINING**

As per the schedule

**PERFORMANCE APPRAISAL**

Conducted as per appraisal schedule.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description, the legislative requirements and policies and procedures of the organisation.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
(staff member)

**Print Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
(supervisor)

**Print Name:** \_\_\_\_\_

cc: Personnel File

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