Bayside Council
Serving Our Community

Position Description

Early Childhood Teacher

Position profile

Business Unit	Children & Young People	Position number	
Department	City Life	Status	Permanent Full Time
Salary group		Date Endorsed	27 June 2017
Reports to	Education and Care Services Director		

Overview

Bayside Council brings together the former City of Botany Bay and Rockdale City Councils. The new organisation was established by Proclamation on 9 September 2016. The Bayside Council area covers approximately 50 square kilometres and has an estimated population of 152,814.

Bayside Council is the gateway to Sydney's south. With significant state infrastructure within our boundaries and key transport corridors between Port Botany, Sydney Airport and greater Sydney, change is everywhere and so are the opportunities.

Bayside Council represents a fresh start for the community and a great opportunity for staff to build a new and stronger Council.

This is an exciting opportunity for an innovative, customer centric, people and outcomes focused specialist to be part of creating a modern, dynamic organisation that serves the Bayside community well.

Bayside Council

- Population: 152,814
- Area (sq. Km): 50
- Number of Wards: 5
  1. Botany Bay Ward
  2. Bexley Ward
  3. Rockdale Ward
  4. Mascot Ward
  5. Port Botany Ward
- Staff: 800
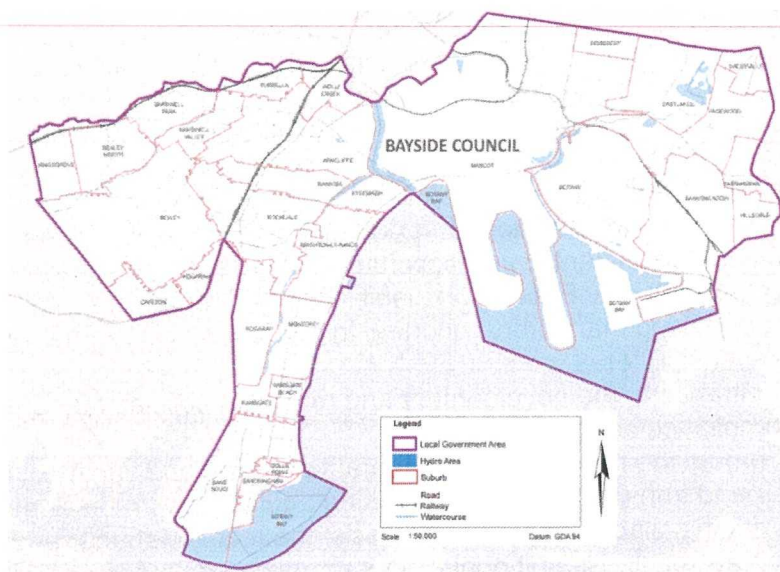
Values

The following values were developed by Bayside Council employees and underpin our shared commitment in delivering our vision for the future.

The values guide us and define how we strengthen our working environment to deliver on the aspirations of our community.

- **Visionary Leadership -** We are all leaders - decisive, outward focused and forward thinking, setting the vision for Bayside Council today and into the future
- **Empowered People -** We are courageous and innovative -   committed to making a difference in our work
- **Meaningful Relationships -** We support and invest in each other - creating a strong collaborative culture
- **Exceptional Service -** We go above and beyond – delivering an outstanding customer experience every time

Primary purpose of the role

Provide innovative and quality early education and care programs in line with the National Quality Framework requirements that reflect the children and families in the service.

The role is responsible to ensure a responsive service that is committed to inclusive practices that support families, cultural, socio-economic and individual situations.

Key accountabilities

Within the area of responsibility, this role is required to:

- Implement and support inclusive practice to ensure that the service is able to support families from a range of cultures, backgrounds, experiences and situations.
- Develop and maintain effective collaborative and respectful relationships with children, families, Early Childhood Professions and Regulatory Departments, and ensure privacy and confidentiality is maintained.
- Provide physical care of children and respond to their emotional needs to maintain trust, develop nurturing relationships, guide positive relationships and ensure the dignity and rights of each child are maintained.
- Develop, plan and implement a quality educational program reflective of the National Learning Framework in consultation with children, families, the Educational Leader / Director.
- Evaluate programs and engage in reflective practice, to meet the National Quality Framework, Service philosophy and objectives.
- Implement strategies to maintain the overall cleanliness, tidiness, security, safety of the Service and supervision of flexible and simulating learning environments.
- Maintain confidential and accurate updated records of children and families to meet the National Quality Framework, legislative and regulatory requirements.
- Undertaking mandatory reporting to adhere to Child Protection guidelines and responsibilities.
- Contribute to the development and review of policies and procedures to maintain regulatory compliance as required.
- Promote the positive and collaborative culture and values of the organisation through open, fair and transparent decision making and ethical, professional behaviour.
- Work in collaboration with and assist the team, Manager and other key stakeholders to achieve business unit goals, work requests, demands and Council priorities.

Key challenges

- Identifying and resolving arising issues and providing responses in a timely manner to maintain positive and cooperative Service relationships.
- Integrating Council's aims, objectives and philosophy into Children's Services operations, planning and decision making.
- Dealing with issues in a manner that maintains respect, confidentiality and discretion.
- Balancing unexpected situations, competing service demands and the provision of a responsive service with the need to adhere to legislative and regulatory requirements.

Role Dimensions

Decision Making

- Undertake accountabilities and administrative responsibilities at the Centre in a timely manner to meet expectations in terms of quality, deliverables and outcomes.
- Accountable for implementing the decisions made by the governing body, General Manager and Directors of Council.
- Guided by Council-agreed strategic plans, statutory guidelines and relevant legislation.

Essential Requirements

- Approved Early Childhood Teaching qualification and relevant experience working with children 0 – 5 years.
- Current Teacher Accreditation Number - NSW Education Standards Authority (NESA).
- Current First Aid Certificate relevant to the role.
- Working with Children Check (NSW).
- Approved Child Protection training.
- Working knowledge of Education and Care Services National Law and Regulation, Child Protection legislation and regulation and National Quality Framework.

Competency summary

Below is the full list of competencies adapted from the NSW Public Sector Capability Framework and the level required for this role. The competencies in bold are the focus competencies for this role. Refer to the next section for further information about the focus competencies.

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	**Intermediate**
	Manage Self	Foundational
	Value Diversity	Intermediate
Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	**Intermediate**
	Influence and Negotiate	Intermediate
Results	Deliver Results	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	**Intermediate**
	Demonstrate Accountability	Foundational
Business Enablers	Finance	Foundational
	Technology	**Intermediate**
	Procurement and Contract Management	Foundational
	Project Management	Foundational

Focus Competencies

The focus competencies for the role are the competencies in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Act with Integrity	Intermediate	• Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and follow legislation, rules, policies, guidelines and codes of conduct • Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct • Recognise and report misconduct, illegal or inappropriate behaviour • Report and manage apparent conflicts of interest
Relationships Work Collaboratively	Intermediate	• Build a supportive and co-operative team environment • Share information and learning across teams • Acknowledge outcomes which were achieved by effective collaboration • Engage other teams/units to share information and solve issues and problems jointly • Support others in challenging situations
Results Think and Solve Problems	Intermediate	• Research and analyse information and make recommendations based on relevant evidence • Identify issues that may hinder completion of tasks and find appropriate solutions • Be willing to seek out input from others and share own ideas to achieve best outcomes • Identify ways to improve systems or processes which are used by the team/unit
Business Enablers Technology	Intermediate	• Apply computer applications that enable performance of more complex tasks • Apply practical skills in the use of relevant technology • Make effective use of records, information and knowledge management functions and systems • Understand and comply with information and communications security and acceptable use policies • Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies

Corporate Obligations

Budget	Council adopted budget for financial year.
Delegations	Decisions associated with this position are to be made in accordance with the Delegations of Authority approved by the General Manager.
Risk Management	Contribute to Council's risk management framework.
Integrated Management Systems	Continually review policies, procedures & processes to increase organisational effectiveness and efficiency and create a culture of innovation and continuous improvement.
Workplace Health and Safety	**Workers** have overall responsibility, accountability and authority to ensure their workplace is a healthy and safe workplace for all workers and will have the following work health and safety (WHS) responsibilities: • Participate in the implementation of WHS information within Council's Safety Management System (SMS) • Participate in consultation of WHS issues in their area of responsibility and WHS reporting, risk assessment and incident investigations • Develop the necessary knowledge and skills to effectively enable you to carry out your WHS responsibilities that are assessed through KPIs noted in your Individual Work Objectives • Wear personal protective equipment and follow safe work procedures, where relevant • Report all hazards, near misses, and incidents as soon as practical to Manager, Coordinator or Team Leader and no later than 24 hours following the event, and • Participate in incident investigations and risk assessments within 24 hours of notification. **INDOOR EMPLOYEE:** To be aware of appropriate procedures in relation to safe manual handling techniques when undertaking work tasks, including: • Lifting/moving files, storage boxes etc, • Moving equipment for set up and storage, • Moving tables and chairs for meetings or training, • Sitting and working posture when in meetings and at the workstation.
Code of Conduct	All staff are required to adhere to the Code of Conduct and associated policies, including, but not limited to Gifts and Benefits policy; Secondary Employment policy; Public Interest Disclosure policy; and Bullying & Harassment Prevention policy.
Customer Service	Provide quality customer service to external and internal customers in accordance with Council's values, policies and procedures.
Records Management	Comply with Council's Records Management policies, procedures and guidelines.

Disclosures of Interest	Disclose pecuniary interests (if a designated person in accordance with s 441 of the Local Government Act 1993).
Equal Employment Opportunity	Comply with EEO based legislation and Council's policies, procedures and guidelines.

HUMAN RESOURCES USE

Does this position fall under the definition of child related employment?	Yes
Does this position require incumbent to undergo criminal reference check?	No
Does this position require incumbent to demonstrate good driving record or possess a specific licence?	No
Specify licence:	
Will incumbent need to make disclosure of pecuniary interest?	No
Could there be a conflict of interest with secondary employment?	Yes