

JOB DESCRIPTION

Current as at: 27/03/2019

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| EARLY CHILDHOOD TEACHER YMCA Early Education Centres |
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| POSITION LEVEL | Part Time/Full Time - Educational Services (Teachers) Award 2010 |
| REPORTS TO | Director/Assistant Director, or other person who may, from time to time, be nominated |
| SUPERVISES | Child Care Assistants |
| PRIMARY RESPONSIBILITIES | <ol style="list-style-type: none"> 1. Implementation and compliance of the Education and Care Services National Law Act and National Regulation as in force, the National Quality Standards and the Commonwealth accountability guidelines. 2. Implementation and compliance with the YMCA Long Day Care Policies and YMCA Organisational Policies 3. Is to be a Certified Supervisor, and when required provide day to day charge of the centre when the Director, who is the Nominated Supervisor is absent. However, the overall responsibility for such matters remains with the Nominated Supervisor. 4. Support the development and implementation of effective procedures to meet each child's needs, having regard to the seven National Quality Framework elements : <ul style="list-style-type: none"> • Educational Program and Practice • Childrens Health and Safety • Physical Environment • Staffing Arrangements • Relationships with Children • Collaborative partnerships with families and communities • Leadership and service management • Understanding age appropriate expectations of children 5. Assist the Director in guiding all other staff in appropriate 'best' teaching practices and act as a mentor 6. Work in accordance with the Kindergartgen guidelines 7. To create a warm, caring and happy environment for all children in the centre 8. Liaise effectively with parents and staff 9. To work with the Director in the development of marketing and promotional strategies to maximise centre usage capacity 10. Attend staff meetings and training opportunities that are provided and assist in the promotion of a team environment 11. Monitor and provide an appropriate level of supervision and on the job training for child care assistants within nominated area of supervision 12. Be aware of the Workplace Health & Safety and provide a safe, healthy environment for both staff and children in close co-operation with the Director 13. Understand and comply with YMCA Risk Management Policy and be proactively involved with strategies and initiatives that either eliminate or minimise risk 14. Provide support to the Director in monitoring income and expenditure. 15. Be part of the customer service survey process 16. Continually monitor the cleanliness, safety, security and presentation of the centre in conjunction with all other staff 17. Maintain currency of all qualifications necessary to fulfil the requirements of the position 18. Be a positive role model and resource person to other staff 19. To be flexible and work in a co-operative manner to ensure the efficient operation of the centre and maintain a high level of morale 20. To create a learning environment for assistants, students and other centre staff 21. To keep up to date with current legal issues impacting on the child care industry 22. To assist the day to day operations of the centre 23. Maintain the work environment so as to minimise risk to both customers and staff. 24. Report identifiable risk so that immediate action can be taken. |

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| | <ul style="list-style-type: none"> 25. Comply with the YMCA’s Occupational Health and Safety Policies and Procedures, including those relating to your specific role as found in the OHS Management: Roles and Responsibilities document. 26. Maintain confidentiality of all YMCA information, records and files 27. To maintain the Quality System and report any deviations from the intended system 28. Uphold and promote the policies and mission of the YMCA of Brisbane including compliance with all practices in the “YMCA Quality Manual”. 29. Must be aware of and implement the YMCA’s Safeguarding Children and Young People Policy. 30. Any other duties as determined by the Chief Executive Officer from time to time. |
| <p>KNOWLEDGE AND EXPERIENCE</p> | <ul style="list-style-type: none"> 1. Bachelor of Education (Early Childhood) or equivalent. 2. Queensland Teacher Registration required. 3. Recognition of qualification for Education (Kindy program guidelines) 4. Experience in Early Childhood Education. 5. Possess, or be willing to obtain, a positive notice Blue Card in accordance with the Working with Children (Risk Management and Screening) Act 2000. 6. Achievement of YMCA’s Safeguarding Children Training Certificate. 7. Current First Aid and CPR Certificates. |

Authorised By: _____