



# Upper Beaconsfield Community Early Learning Centre

10 Salisbury Road, Upper Beaconsfield, 3808  
Ph: (03) 59444349 Email: [elc@ubcc.org.au](mailto:elc@ubcc.org.au)

## POSITION DESCRIPTION

<b>Position Title</b>	Early Childhood Teacher Permanent Part Time – 18 hours - Ongoing Tuesday, Wednesday and Thursday 6 hours Be accessible via phone/email for 2 Hours on Monday and Friday
<b>Service:</b>	Early Learning Service - Upper Beaconsfield Community Centre
<b>Date:</b>	August 2022
<b>Reporting To:</b>	Director of Early Learning Service
<b>Review:</b>	Contract will be reviewed annually and days/hours of work will be amended based on occupancy. This position is ongoing.
<b>Internal Liaisons:</b>	ELC staff, Community Centre staff, children, families, allied health professionals, students and volunteers.
<b>Enquiries:</b>	Aimee Romero Director 5944 3484
<b>Award:</b>	Neighbourhood Houses and Adult Community Education Centres Collective Agreements 2016

### Service Overview

The Early Learning Service is a small, community run, not for profit centre. It's situated in the Upper Beaconsfield Community Centre and is open every day from 7:30am – 5:30pm with two weeks of closure over the Christmas period. The centre has two rooms, caters for up to 26 children a day. The Community Centre is a community driven organisation that evolved after the 1983 Ash Wednesday Bushfires as a means of community support. The values of the community are embedded across not only the Early Learning Service but all programs that are delivered.

### Purpose/Key Objectives

The role of the Early Childhood Teacher is to:

- Work as a mentor, empowering our team to provide a responsive environment that supports children's wellbeing, relationships and learning through intentional teaching, partnerships and critical reflection.
- Assist in the implementation of high quality children's programs in line with legislative requirements and contemporary theories and approaches, responding to individual strengths and interests of children, families and staff.
- Adhere to current health, safety and child protection policies.
- Be responsible for updating our Quality Improvement Plan alongside our Director, and have dedicated fortnightly time off the floor to maintain it and gather team/parent feedback.
- Support our lead educators with the implementation of our behaviour guidance policy and procedures, providing strategies to implement when faced with challenging behaviours.

### Responsibilities:

#### 1. Compliance and Organisational Requirements

Ensure activities within the area of responsibility comply with:

- National law and regulations
- Work Health and Safety legislation



UBC Early  
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- National Quality Standards

- Early Years Learning Framework
- Child Protection legislation
- Child Safety Standards

## 2. Children

- Promote a sense of belonging through engaging in meaningful, respectful and reciprocal interactions.
- Maintain the dignity and rights of every child at all times through maintaining high expectations of each child's capabilities (page 141- NQS guide).

## 3. Documentation and Assessment of Children's Learning

- Assist in the review of the educational programs, both documentation and implementation, supporting the upskill of our leading educators.
- Record observations of individual children and groups; assess learning and use for program planning.
- Inspire educators to create inspiring play spaces as part of their program.

## 4. Families

- Assist the team in collaborating closely with families, seeing them as a valuable part of our program.
- Respond to concerns in a timely manner, directing them to the Director as appropriate.
- Maintain confidentiality at all times.

## 5. Team Work

- Work with colleagues in a spirit of co-operation to maintain and continuously improve the standard of the service.
- Contribute to an atmosphere of trust and professional respect through an attitude of openness, tolerance, constructive conflict resolution processes and maintenance of confidentiality.
- Attend staff meetings and any professional training sessions identified by the Director.
- Accurately and promptly, communicate all messages and report all issues to the Director or Community Centre Manager.

## 6. Risk Management

- Follow policies and procedures to ensure compliance.
- Maintain a safe, healthy and clean environment.
- Identify hazards and take action to remove these hazards.
- Ensure that all of the Work Health and Safety requirements are met.
- Identify risks and report them in a timely manner.
- Complete all paperwork as required.



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## 7. Professional Conduct

- Exercise due care, skill and judgement and act at all times in accord with applicable professional ethics, legislation and standards.
- Be involved in regular performance appraisals, self-reflection and individual training plans.

## Essential Criteria Qualifications/Experience

- ACECQA approved Early Childhood Teaching Qualification
- Current Working with Children Check
- Current qualifications in First Aid, CPR, Anaphylaxis, and Asthma
- Current Child Protection certificate
- Knowledge and understanding of the National Quality Standards and EYLF
- Experience working with children birth to school age, working in a team and within an Early Childhood Education and Care Centre.