



# Position Description

## Early Childhood Teacher

Murray Children's Centre

Division of Finance

<b>Classification</b>	Level 6
<b>Delegation band</b>	<a href="#">Delegations and Authorisations Policy (see Section 3)</a>
<b>Special conditions</b>	<p>Work hours in accordance with roster. Pre-employment Functional Screening is required.</p> <p>This appointment is conditional upon the successful applicant satisfying a Working with Children Check in accordance with the Child Protection Act 1998.</p> <p>You are required to hold a current First Aid Certificate, current Certificate in Anaphylaxis Management and Emergency Asthma Management.</p>
<b>Workplace agreement</b>	<a href="#">Charles Sturt University Enterprise Agreement</a>
<b>Date last reviewed</b>	4 July 2022



# About Charles Sturt University

## Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

## Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia’s pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

## Goals

To deliver on our purpose and vision, the university has three key goals:

1. Maintain the university’s position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university’s operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

## Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

## Performance measures

In addition to the principal responsibilities all staff are required to contribute to the success of the university strategy including meeting university’s eight key performance indicators:

<b>Our Students</b>	<ul style="list-style-type: none"> <li>• Commencing progress rate</li> <li>• Student experience</li> </ul>
<b>Our Research</b>	<ul style="list-style-type: none"> <li>• Research income</li> <li>• Research quality and impact</li> </ul>
<b>Our People</b>	<ul style="list-style-type: none"> <li>• All injury frequency rate</li> <li>• Engagement</li> </ul>
<b>Our Social Responsibility</b>	<ul style="list-style-type: none"> <li>• Underlying operating result</li> <li>• Community and partner sentiment</li> </ul>

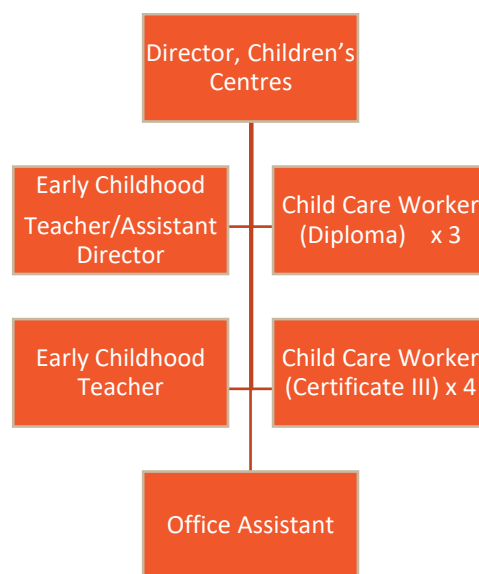


## Division of Finance

### Murray Children's Centre

The Murray Children's Centre provides permanent long day care services, for children 0-5 years, for both the University and the wider community. The Centre promotes the physical, social, emotional, cognitive and linguistic development of children and offers high quality care and education in a warm, inviting, secure environment. The Murray Children's Centre programs are developed in recognition of flexibility required for meeting the individual needs of all children and their parents and carers.

### Organisational chart



### Reporting relationship

**This position reports to:** Director, Children's Centre

**This position supervises:** Nil

### Key working relationships

- Children's Centre Staff
- Centre Families
- Local Community organisations



## Position overview

The Early Childhood Teacher will provide a developmentally appropriate education program for the group of children within his/her care. The position will plan, prepare and evaluate in association with other educators an indoor and outdoor learning environment, acknowledging individual needs, within the needs of the group for children 3-5 years.

## Principal responsibilities

- Work as a member of a cooperative team, working closely with all educators to ensure the smooth operation of the child care centre.
- Model exemplary teaching practice for educators and students, observing and exceeding industry education and regulation guidelines.
- Attend to the physical, emotional, social and cognitive needs of the children.
- Develop and implement suitable, child-focused, emergent programs for all children in the room.
- Observe, record and evaluate children's development on a continuing basis and use this information as a basis for program planning.
- Be responsible for assisting and supporting the National Quality Framework across the centre.
- Incorporate the Early Years Learning Framework into the program planning.
- Develop rapport with families to enable an exchange of information about the child, their development, interests, needs and abilities, provide information and support to families in both formal and informal ways.
- Maintain any necessary records as required by the Department of Education and Communities, e.g. accident reports, programs, developmental records, etc.
- Report to the Director any maintenance or equipment repairs that may be required. Contribute to the daily maintenance, cleanliness and tidiness of the centre.
- Be responsible for leading the development and implementation of the educational program in the role as Educational Leader.
- Be responsible for providing, and assisting to create, an environment for children that is safe; and ensure the use of age appropriate teaching materials that incorporate the anti-bias perspective.
- Attend staff meetings and appropriate in-service, workshops and seminars for professional development and child care functions.
- Supervise students from University and TAFE.
- Other Teaching-related duties appropriate to the classification as required.



## Role-specific capabilities

This section comprises capabilities from the Charles Sturt [Capability Framework](#) identified as essential or critical for success in this role.

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<b>Innovative</b>	With creativity at our core, be open to new ideas and seek to find better ways.
<b>Live our values</b>	Uphold the Charles Sturt University values daily in our own behaviours and interactions with others.
<b>Network</b>	Bring people together and build relationships that deliver desired benefits and outcomes.
<b>Listen closely</b>	Dig deep to understand others, using self-insight to build team spirit and recognise efforts.
<b>Follow instructions and procedures</b>	Follow procedures and instructions, time keep, show commitment, keep to safety and legal guidelines.

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## Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses as well as possible car and air travel. It will include work with a diverse range of staff, students and community members.
- On occasion drive a vehicle distances up to 500km per day within the terms of the university's [Driver Safety Guidelines](#)
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kg.
- Possess the physical ability to carry out shelving duties, such as frequent bending, reaching/stretching, squatting and repetitive lifting.



## Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

### Essential

- A. A degree in Early Childhood Education, normally with 2 or more years subsequent relevant experience to consolidate the theories and principles learned; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Demonstrated experience in developing and implementing high quality, inclusive, educational programs for children aged birth to 5 years.
- C. Knowledge of systems and processes to ensure compliance with NSW and National legislation and regulations, in particular those relating to Long Day Care.
- D. Excellent communication and inter-personal skills, including negotiation and liaison skills for working with parents and educators. Ability to relate well to, and engender confidence, in children and families from a diversity of background.
- E. A commitment to providing high quality service delivery.
- F. Highly risk aware and proactive in addressing issues to ensure the continued health and safety of young children, educators and visitors.





Brisbane

## New South Wales

Dubbo

Port Macquarie

Orange

Bathurst

Goulburn  
NSW Police Academy

Sydney

Wagga Wagga

Canberra

Albury-Wodonga

Wangaratta  
Regional Study Centre

## Victoria

Melbourne

● - Capital city ● - Campus location

