

**Assistant Director/Early Childhood Teacher**  
Murray Children's Centre  
Division of Finance

Classification	Level 6
Delegation Band	<a href="#">Delegations and Authorisations Policy (see Section 3)</a>
Hours per Week	32
Special Conditions	Work hours in accordance with roster Working with Children Check Child Protection Certificate
Nature of Employment	Fixed Term
Workplace Agreement	<a href="#">Charles Sturt University Enterprise Agreement</a>
Date Last Reviewed	12 February 2015

**Our University Values**



**Our Core Competencies**

Charles Sturt University (CSU) staff are expected to demonstrate the following competencies:

***Set Direction and Deliver Results***

- Creating and innovating.
- Delivering results and meeting customer expectations.
- Entrepreneurial and commercial thinking.

***Collaborate with Impact***

- Relating and networking.
- Working with people.
- Persuading and influencing.

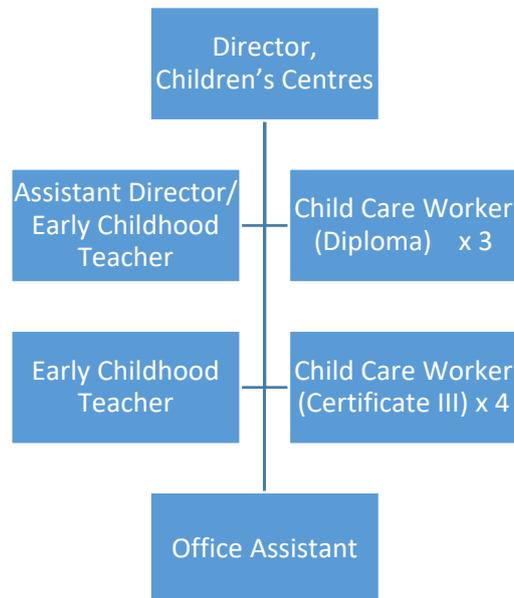
***Lead Self and Others***

- Adhering to principles and values.
- Deciding and initiating action.
- Adapting and responding to change.

## 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 Relationships

This position reports to: Director, Children's Centres

This position supervises: N/A

### Key Working Relationships

- Parent and Carers
- Wider community
- Other staff of the Childcare Centre

### Position Overview

The Assistant Director/Early Childhood Teacher supports the Director, Childcare Centre's to provide the staffing, licensing and childhood education requirements necessary to lead a team of early childhood professionals in the provision of a high quality learning and care environment for children, staff and families.

You will also perform teaching duties when required and provide a developmentally appropriate education program for the group of children within your 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 Management Responsibilities**

- Support the Director to ensure standards and resources comply with the NSW Children's Services Regulation 2011 and the Service meets its state and national compliance and regulatory obligations, including Workplace Health and Safety.
- Manage the administration systems and functions of the Centre including enrolment, staff rostering, data collection, financial records and accounts, newsletters and attend out of hours meetings and functions (when required).
- In conjunction with the Director, develop and maintain an environment that enhances and supports the development of positive relationships between staff, children, families and local community.
- Assist the Director in managing staffing resources and processes for the Service in accordance with staff:child ratios and University policy and procedures.
- Perform teaching duties as required.
- Oversee the implementation of effective health and hygiene practices.
- Work alongside the Director to development and maintenance of the Quality Improvement Plan and educate and support Educators in the Quality Improvement Process.
- Support the Director to share professional expertise with University and TAFE students formally and informally. Facilitate and support student placements.
- Identify Educator training needs and provide opportunities for professional development.
- Be the designated on-site Nominated supervisor of a centre-based childcare service.
- Other duties appropriate to the classification as required.

## **Principal Teaching 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.

## **Physical Capabilities**

As part of this recruitment, a pre-employment functional screening is required.

The incumbent may be required to:

- Work in other environments beyond the school 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 university vehicle distances up to 500kms per day within the terms of the University's Driving Hours Guidelines and Policy available at <https://policy.csu.edu.au/document/view-current.php?id=184>.
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kgs.
- 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 extensive experience (eg., an Associate Diploma with at least 4 years subsequent relevant experience), leading to either the development of specialist expertise or to the development of broad knowledge, in technical or administrative fields; 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. Demonstrated experience in leading, supervising and motivating staff.
- E. Excellent communication and inter-personal skills, including negotiation and liaison skills for working with parents and educators, including the ability to relate well to, and engender confidence, in children and families from a diversity of background.
- F. Highly risk aware and proactive in addressing issues to ensure the continued health and safety of young children, educators and visitors.
- G. Competence in using Microsoft Office products and the online environment.
- H. Child Protection Certificate.

### **Desirable**

- I. Current First Aid Certificate, Certificate in Anaphylaxis Management, and Emergency Asthma Management

### **Conditions of Appointment**

- Appointment is conditional upon the successful applicant producing, satisfying and maintaining a “*Working with Children Check*”, in accordance with the *Commission for Children and Young People Act (NSW)*.
- You are required to hold a Child Protection Certificate.

## **Information for Prospective Staff**

### **Your Application**

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to [www.csu.edu.au/jobs/](http://www.csu.edu.au/jobs/).

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

### **Staff Benefits**

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

### **Essential Information for Staff**

- All employees have an obligation to comply with all the University's work health and safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Work, Health and Safety and Equal Opportunity can be found on the CSU website <http://www.csu.edu.au/division/hr/>.

Further information regarding the policies and procedures of CSU can be found in the CSU Policy Library at: <https://www.csu.edu.au/about/policy>.

The following links are listed from [CSU Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Delegations and Authorisations Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)