

Positions Vacant

Full Time Teacher's

Immediate Start

Applications will remain open until the position is filled

How to Apply



ABN 43 593 215 992

1. Cover Letter

Provide a cover letter outlining your experience and reason for wanting to apply for this position.

2. Selection Criteria

In your cover letter, address the essential selection criteria listed in the position description.

3. Resume

Provide a resume, which includes:

- Education and Qualifications
- Professional Development (any other courses you have completed or are currently enrolled in)
- Computer skills and software packages you are familiar with
- Employment History (Position, School/Organisation, Dates)
- Copy of Blue Card
- Name and contact details of two referees

4. Submit Application

Applications can be e-mailed to employment@napranum.qld.gov.au or delivered in person to the Napranum Council reception 320 Wa-Tyne St Napranum.

Please note applications that are submitted **without** a cover letter or information addressing the selection criteria **will not be** assessed.

POSITION DESCRIPTION

Title: Teacher

Department: Corporate and Community Services Division

Reports to: Nominated Supervisor (Napranum Early Childhood Centre)

Nature of Employment: 37.5 hours per week

Award: Queensland Local Government Industry (Stream A) Award – State 2017

Internal liaisons:

- Teachers
- Teacher Assistants
- Other Council staff

External liaisons:

- Parents
- Caregivers
- Community members
- State and Federal Departments

Supervisory responsibilities:

- Teacher Assistants

Location: Napranum

POSITION OBJECTIVES

1. Under the leadership of the Nominated Supervisor and the Educational Leader of the Napranum Early Childhood Centre (NECC) Preschool ensure children are provided with the highest level of education as per Early Years Learning Framework (EYLF) and Building Waterfalls (C and K).
2. Provide a safe environment for children to learn and develop.

KEY RESPONSIBILITIES

1. To maintain confidentiality in matters relating to children, parents and staff.
2. To keep written curriculum and child developmental records.
3. To take primary responsibility for program planning and implementation and for supervising the preschool group at the NECC.
4. To carry out the policies of the NECC as Council prescribes.
5. To provide professional support, and cooperate with the Nominated Supervisor and the Educational Leader in maintaining high standards in administrative and educational programs.

6. Supervise the children in your care and provide a safe environment for the children.
7. Promote and show respect for the children and families of the NECC. This includes recognising and respecting the cultural and social backgrounds of the children.
8. Identify and encourage children's learning and development through the recognition of interests and abilities.
9. To work with the Nominated Supervisor and the Educational Leader to draw up guidelines for supervision, safety and discipline within the group.
10. Identify and encourage children's learning and development through the recognition of interests and abilities.
11. To supervise the Teacher's Assistant for the group and actively involve the assistant in planning and delivery of the program.
12. To attend staff meetings as convened by the Nominated Supervisor or Educational Leader, and contribute to those meetings by sharing ideas, issues, concerns, etc.
13. To mentor other NECC staff for development and upskilling as directed and identified by the Nominated Supervisor or Educational Supervisor.
14. To implement, maintain and adhere to the Quality Improvement Plan (QIP) as directed.
15. Form and maintain positive relationships with the children and families of the NECC.
16. Work with fellow staff and maintain positive relationships with other team members.
17. Communicate with staff and families about individual children and the NECC. Encourage families to participate within the NECC.
18. Follow the NECC's policies and procedures to ensure a safe workplace for both children and staff of the NECC. This includes adhering to the Emergency plan and reporting guidelines for any accidents/incidents or maintenance.
19. To check equipment supplies regularly and keep the Nominated Supervisor informed about maintenance needs
20. To attend professional development/in service activities as may be appropriate from time to time and support other staff in their professional development.
21. To be aware of any requirements of regulations, standards or other requirements applying to the NECC.
22. Adhere to, and enforce on any other Council staff or visitors when necessary, all other obligations under the Work Health Safety Act 2011 or as amended or replaced.
23. Represent the Council in a positive and responsible manner at all times.
24. Comply with all Council policies and Code of Conduct.
25. Undertake all other relevant duties as directed from time to time, consistent with skills, competence and training.
26. The key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council's Operational and Corporate Plans.

SELECTION CRITERIA

Prerequisite

- POSITION 1 - Completed Bachelor of Early Childhood Education or more than 50% completed with completion due within first 2 years of employment.
- POSITION 2 - Completed Diploma of Early Childhood Education or more than 2 years completed.

Essential Experience and Qualifications

- Ability to plan a developmentally appropriate program for individuals and groups of preschool children based on their needs, skills and interests.

- Demonstrated communication skills and the ability to work effectively in a team environment.
- Demonstrated interpersonal skills, including conflict resolution and the ability to develop positive relationships with children, parents and staff.
- Display honesty and integrity and have the ability to keep all NECC financial/personal information confidential.
- Demonstrated ability to direct and support assistants in their roles.
- High level of written and verbal communication skills.
- Demonstrated reliability.
- Hold a current HLTAID004 (Provide an Emergency First Aid Response in an Education and Care Setting) Certificate or be willing to obtain one within (3) months of employment.
- Broad knowledge of employer and employee responsibilities under the Work Health Safety Act 2011.
- Be physically fit and healthy to be able to meet requirements of the position.
- Ability to obtain and retain a Working with Children Blue Card.
- Agree to a Commonwealth Police Check.

Desirable

- Knowledge of children's emotional and developmental needs.
- Other relevant tertiary qualifications.
- Experience working with Aboriginal and/or Torres Strait Islander children or in Indigenous communities.
- Understanding of Local Government.

PERFORMANCE STANDARDS

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the Nominated Supervisor and the Educational Leader.
- Work shall be performed in accordance with industry accepted standards, quality standards and in accordance with the current Work Health and Safety Act 2011 and other legislative requirements and standards appropriate at the time and including Council's policies and procedures.
- Allocated tasks shall be completed within agreed timeframes.
- Active participation in supervision discussions, performance reviews, professional development activities, staff meetings and training as required or directed.
- Demonstration of a spirit of co-operation towards other employees and the achievement of Council's aims and objectives.

EXTENT OF AUTHORITY

The incumbent is expected to exercise initiative, sound judgement and situational sensitivity at all times. Decisions and actions are to be consistent with (and within the scope of) the achievement of the position's objectives. They must also reflect the Council's strong commitment to outstanding client service.