

Pymble Ladies' College

POSITION DESCRIPTION

Title:	Early Childhood Teacher
Date updated:	September 2025
Reports to:	Head of Early Years

COLLEGE VALUES



Pymble Ladies' College has five core values which guide our behaviour and interactions with one another and affirm our commitment to the Christian heritage of Pymble Ladies' College and our identity as a school of the Uniting Church school in Australia. All roles, policies and procedures are underpinned by these values, and the expectation that students, staff, and the wider College community alike live our values every day.

CARE – I am kind to myself and others

COURAGE – I am open to new experiences to learn and grow

RESPONSIBILITY – I take ownership of my actions

RESPECT – I value diversity, my worth and the worth of others

INTEGRITY – I do the right thing, even when no one is watching

POSITION SUMMARY

Early Childhood Teachers will work closely with the Head of Early Years, Deputy Head of Early Years and the Educational Leader: Curriculum and be involved with the development and delivery of programs related to high quality curriculum and care of children within the Early Years School, a long day care service on the campus of Pymble Ladies' College.

Early Childhood Teachers will collaborate closely with other staff within the Early Years School and contribute to a child centred culture where every child is respected and known. They will possess an understanding of early childhood pedagogies, the Early Years Learning Framework, and the National Quality Standards (NQS).

A demonstrated capacity to shape educational programs, ensuring the visibility and intent of our underpinning philosophy is essential. Additionally, a dedication to play based experiences, reflective of the

interests and wonderings of children, and a strong belief in their capacity to be curious and creative co-contributors in their own learning journey is essential.

Establishing secure and trusting relationships with children and families, will form a significant component of your responsibilities as the Early Years School is recognised for the high quality of care and education expected at Pymble Ladies' College

ROLE ACCOUNTABILITIES

1. Project Management

- 1.1 Work with stakeholders to identify project requirements and objectives to secure a quality learning and wellbeing program for children
- 1.2 Undertake curriculum projects within your designated responsibilities and facilitate effective communication and collaboration among team members including educators, and other relevant departments across the College
- 1.3 Monitor project progress, identifying potential risks and issues, and take proactive measures to mitigate
- 1.4 Provide regular status updates to stakeholders including Educational Leaders
- 1.5 Ensure curriculum and project documentation is complete, up to date and accurate
- 1.6 Support the Head of Early Years in the preparation and management of budgets and reports related to educational resources and programs as requested.
- 1.7 Ensure compliance with early childhood education regulatory standards across all projects
- 1.8 Identify process improvement opportunities and capture lessons learned as a component of ongoing quality improvement programs
- 1.9 Initiate and attend events and activities relevant to the operations of the Early Years School as required by the Head of Early Years.

2. Pedagogical and Educational Partnership

- 2.1 Contribute to the development and implementation of an effective educational program across the Early Years School
- 2.2 Actively engage in the development and assessment of the planning cycle and support educators to enhance programs and practices
- 2.3 Support educators in the delivery of educational programs and practices reflective of the Early Years School Philosophy and the Early Years Learning Framework: Belonging, Being and Becoming
- 2.4 Identify and implement special interest projects to enhance the learning experiences of children in collaboration with Educational Leaders
- 2.5 Collaborate with educators and team members to provide curriculum direction and guidance within your area of responsibilities

- 2.6 Deliver documentation that is meaningful, and effectively assesses children's learning and development, promoting reflection on pedagogy and practice while appreciating the needs of individual children.

3. Relationships and Partnerships

- 3.1 Establish relationships and interactions with children to assist their learning through play and leisure-based programs
- 3.2 Engage in practices and opportunities to inform families in relation to their child with knowledge, confidence and respect, including acknowledging and valuing cultural traditions and practices.
- 3.3 Support connections with outside providers and specialist services to augment individual communication and management plans, and to support families in their knowledge of their child's growth and development.

4. Communication

- 4.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values
- 4.2 Ensure information and documentation is displayed as required under National Law and National Regulations, and notifications to regulatory authorities are undertaken within required timeframes.
- 4.3 Ensure information is disseminated to families as necessary and in accordance with your specific responsibilities, within appropriate timeframes
- 4.4 Follow documentation expectations and requirements as identified by the Head of Early Years and Educational Leaders, and in accordance with applicable National Law and National Regulations, and relevant outcomes as identified in the National Quality Standard (NQS).

5. Risk and Compliance

- 5.1 Report directly to the Principal on any matters relating to child protection.
- 5.2 Contribute to understanding, implementation and review cycles of all EYS Policies, Procedures and Guidelines in a proactive and informed manner
- 5.3 Implement individual plans for identified children in line with policy and procedure requirements and any relevant risk assessments control measures as required.
- 5.4 Develop risk assessments as required for educational programs, in collaboration with Educational Leaders
- 5.5 Consistently adhere to all Early Years School and related College policies, procedures and guidelines, including but not limited to, Risk Management, WHS, Child Protection, emergency response practices and regulatory notification periods.

6. Professional Learning

- 6.1 In partnership with the Head of Early Years, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.
- 6.2 Build a culture of professional inquiry with fellow Early Years School staff members to develop professional knowledge, reflect on practice and generate new ideas.

- 6.3 Assist in identification of professional learning opportunities that recognises educators' strengths and growth opportunities to further develop professional skills and confidence
7. **Other duties may be required from time to time including supporting the various functions and operating requirements of a long day care service.**

PERSONAL CAPABILITIES

- Willingness to support and promote the ethos and values of the College
- An ACECQA recognised degree in Early Childhood Education
- A visible joy and commitment to working with young children and families
- Proven experience in curriculum development and implementation within an early childhood education and care service
- Thorough knowledge of National Law and National Regulations related to Early Childhood Education and Care
- Proven capacity in the design and delivery of programs to advance the outcomes of the National Quality Standards
- Knowledge of different approaches to meet the complex needs of children from a range of backgrounds and abilities
- Knowledge of theory relating to childhood education and care including, child development, attachment and learning
- Demonstrated organisation and time management skills
- Strong analytical and problem-solving skills
- Excellent interpersonal oral and written communication
- Experience building quality relationships with the range of stakeholders and an ability to work collaboratively with cross-functional teams to achieve shared goals
- Ability to work independently and manage multiple projects simultaneously
- Demonstrated ability to display initiative, contribute new ideas, evaluate and challenge current systems and procedures
- Demonstrated commitment to continuous improvement
- Ability to demonstrate professional conduct and discretion at all times.