



**POSITION DESCRIPTION**  
**EARLY CHILDHOOD TEACHER**  
**(Maiden Gully Kindergarten program)**

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P O S I T I O N   O V E R V I E W

The Early Years Teacher (Teacher) primary purpose is to deliver a high quality Kindergarten education program. The Teacher will also lead the planning of high quality developmentally appropriate, educational programs for children in accordance with the National Quality Framework under the guidance of and supported by the Educational Leader.

The kindergarten program will operate concurrently with the long day care program at the Hub. The design of the Hub allows children in different sessions to mix together in shared areas, activities and events. The operation of concurrent programs will also see enrolled children in a program, from to time, be mixed in with groups of children enrolled in other programs. Teachers will provide flexible support to other sessions, whether kindergarten or long day care, as required to ensure optimal educational, operational and safety outcomes for all children.

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P O S I T I O N   O B J E C T I V E S

- To plan and provide high quality developmentally appropriate, educational programs for kindergarten aged children in accordance with the National Quality Framework.
  - To operate in a professional manner at all times, meeting the requirements of “The Kindergarten Guide” of the Department of Education and Training (DET), the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations.
  - It is the responsibility of the Teacher to familiarise themselves with and to work within Shine Bright EYM policies and procedures.
  - Supervise and support the early years co-educators, volunteers and students
  - To collaborate with my colleagues to generate a culture of continual inquiry, reflection and renewal of high quality evidence based practices which lead to innovation.
  - To provide flexible support to other areas within the Maiden Gully Hub (Hub) including support to the long day care program.
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O R G A N I S A T I O N A L   R E L A T I O N S H I P S

Responsible to: Hub Manager (Educational Leader/Nominated Supervisor)

Liaison with:

- All Early Years Educators, Long Day Care program staff, other Hub staff, Shine Bright EYM Central Office and Management, volunteers, students, families and Volunteer Parent Committee.
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## Q U A L I F I C A T I O N S   A N D   E X P E R I E N C E

### Mandatory:

- Early Childhood Teaching Qualifications as approved by ACECQA-Australian Children's Education & Care Quality Authority
- First Aid Certificate & current CPR -Work place Level 2 or equivalent
- Anaphylaxis Management
- Emergency Asthma Management
- Victorian Institute of Teaching Registration – Early Childhood

### Desirable:

- Experience within the early childhood education field.
  - The ability to work with colleagues and to take a lead role in co-ordinating and delegating tasks and responsibilities to co-educators.
  - The ability to support a collaborative work ethic where all teachers and educators challenge and support each other, develop skills to improve practice, and promote relationships within a positive organisational culture.
  - Sound communication skills to ensure clear and adequate discussion with and between staff.
  - A passion for professional conduct with a desire to keep up to date with current research and an interest in collaborative professional learning.
  - The ability to work with colleagues, being part of reflective discussions about practice, implementing the learning framework, implementing team goals.
  - Ability to promote the educational program and learning opportunities provided by the service, to families and community and to encourage their involvement in program evaluation.
  - Sound time management skills
  - Computer skills
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## K E Y   R E S P O N S I B I L I T E S   A N D   D U T I E S

- The Early Childhood Teacher is often the “Responsible Person in Charge” in the absence of the Nominated Supervisor. The Responsible Person in Charge is responsible for ensuring the service is compliant with the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations.
- In collaboration with the co-educators is responsible for the preparation, implementation and evaluation of a developmentally appropriate program for individual children or groups of children in their care; collaborating with other educators, taking on a leading responsibility for the educational program, and providing an educational program which contributes to the following outcomes for each child as per the Education and Care Services National Regulations Reg. 73.
  - The child will have a strong sense of identity,
  - The child will be connected with and contribute to his/her world,
  - The child will have a strong sense of wellbeing,
  - The child will be a confident and involved learner, and
  - The child will be an effective communicator.
- To meet regularly with the Educational Leader and other staff to discuss the development, implementation and critical reflection of the educational program
- To document the educational program including assessments of each child's developmental needs, interests, experiences and their participation in the program.
- To document the assessment and critical reflection of the program and assessments of each child's progress against the outcomes of the educational program. Referring to specialist services where appropriate. And make sure that this information is readily available to and shared with families.
- To provide a safe and welcoming environment for the children where each child's health is promoted and protected.
- To ensure that the physical environment is safe, suitable and provides a rich and diverse range of experiences that promotes children's learning and development.
- To work collaboratively with colleagues, to affirm, challenge, support and learn from each other to further develop skills and improve practice and relationships.

- To communicate openly, positively and respectfully with all Shine Bright staff to develop and maintain warm respectful relationships with children and families and to always behave in a manner that is ethical, ensuring privacy and confidentiality is maintained.
  - To take the lead in communications with families, the community and Shine Bright EYM Central Office in collaboration with the Nominated Supervisor. Agreed communication pathways should be maintained between all educators and other stakeholders.
  - To develop collaborative relationships with families that supports and values families expertise and beliefs, and allows for families to be involved with and contribute to decision making about their child's learning and wellbeing.
  - To provide support to the long day care program, from time to time, including to assist maintain ratios, supervise children in mixed program areas inside and outside the building and assist where joint program activities or events occur.
  - To work co-operatively with the Shine Bright EYM Central Office staff to ensure the service operates in a safe work environment and that staff follow safe work practices i.e. ensuring safe work practices when alone at the service.
  - To participate in professional development which complies with the requirements of the VECTAA and ensures the professional standards guide practice, interactions and relationships.
  - To work in a co-operative manner with Shine Bright EYM Central Office ensuring open communication on all issues pertaining to employment, management, finances, program and regulatory requirements of the kindergarten.
  - To contribute to regular reviews of the educational philosophy of the service to ensure that it reflects its educational practice.
  - To ensure effective assessment and quality improvement practices are in place.
  - Contribute to the development and implementation of the Quality Improvement Plan in consultation with all children, staff and families.
  - To participate in regular staff appraisal procedures in line with the Shine Bright EYM appraisal procedure.
  - To carry out duties as directed by the Nominated Supervisor i.e. reading and responding to emails, contributing to newsletters, Quality Improvement Planning procedures, Volunteer Parent Committee meeting reports, contributing to the maintenance and presentation of the learning environment and other areas of the service building indoor and out.
  - Other duties may be required as directed by the Nominated Supervisor, Educational Leader, and Shine Bright EYM Central Office.
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#### S A L A R Y   A N D   O T H E R   C O N D I T I O N S

- Terms and conditions as per Victorian Early Childhood Teachers' and Assistants' Agreement 2016 (VECTEA)
- Level of appointment to be based on qualifications, skills, experience, individual service and Shine Bright EYM requirements.
- Hours of duty each year are based on the operational needs of the Shine Bright EYM and may be subject to change.
- Hours of duty and terms of appointment are documented at the beginning of employment. All rostered hours are to be completed at the workplace, except in extenuating circumstances as agreed formally between educators and Early Years Advisors.
- Participation in regular performance appraisal/review processes and to reflect on and seek to develop own work performance.
- Complete Professional Development Plan.

**Signatures of parties:**

I (employee name) accept this position description including all items, tasks, content and responsibilities. I also acknowledge that this position description will be periodically reviewed and updated to ensure operational requirements continue to be met.

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Employee Name

Date:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Manager Name

\_\_\_\_\_  
Manager Signature