



JOB DESCRIPTION – Early Childhood Teacher (Kindergarten) Maternity Leave Cover

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Qualifications/Experience:

The following qualifications and experience are required for the position:

- Degree of Teaching (Early Childhood) or other Qualifications as approved by the Australian Early Childhood Association.
- Knowledge/experience in the implementation of National Quality Framework & EYLF
- Current first aid as prescribed in the Education and Care Services National Law Act 2010.
- Anaphylaxis and Asthma training as prescribed Education and Care Services National Law Act 2010.
- Current Working with Children Check.
- National Police Clearance

Responsible to: Centre Management

Accountability

Qualified staff are accountable to the Centre Management. Ultimately the Principal of South Coast Baptist College under the management of the College Board oversees all College staff.

Aims:

- To care for the immediate physical, social and emotional needs of the children in their care and liaise with parents to guarantee their experience in the centre is positive and rewarding.
- To be partners with the children in their educational experience
- To support Management in ensuring that Centre processes meet government regulations as prescribed by the state government under the relevant legislation.
- To work as an effective team member.
- To reflect and improve on professional practice, and to be a part of the maintenance of quality as per the NCAC quality principals guidelines.

Key Responsibility Areas

1 PLAN AND IMPLEMENT A QUALITY EDUCATIONAL PROGRAM (NQS Quality Area 1: Educational program and practice)

1.1 Lead the team/room educators to plan, implement, assess and review a high quality and diverse educational program based on appropriate curriculum frameworks and with reference to the NQS, considering the developmental needs, interests and abilities of all the children attending the service.

1.2 Actively support every child to participate in the program and ensure that the program promotes children's agency, choices and influence.

1.3 Deliver and guide team/room educators to deliver effective and valuable documentation of children's learning in accordance with the centre philosophy and the Learning Outcomes (EYLF & NQS & Western Australian Kindergarten Curriculum).

1.4 Model and support team/room educators to utilise a variety of teaching strategies including intentional teaching and reflective practice in daily work.

1.5 Complete Transition Statements

2 PROMOTE THE HEALTH AND SAFETY OF ALL STAFF AND CHILDREN

(NQS Quality Area 2: Children's health and safety; Quality Area 3: Physical environment)

2.1 Ensure staff and children utilise effective health and hygiene practices, including meeting all regulations relating to food safety and preparation, medical management plans, risk management plans, policies and procedures.

2.2 Ensure that all children have access to nutritious food and fresh drinking water.

2.3 Promote health, wellbeing and physical exercise in the service.

2.4 Ensure a safe and stimulating physical environment where all staff and children are protected from hazards or harm.

3 BUILD POSITIVE RELATIONSHIPS WITH ALL STAKEHOLDERS

(NQS Quality Area 4: Staffing arrangements; Quality Area 5: Relationships with children; Quality Area 6: Collaborative partnerships with families and communities)

3.1 Work cooperatively, ethically and respectfully with other educators, and support each other's professional development.

3.2 Develop and maintain respectful, supportive, collaborative and responsive relationships with children and their families.

3.3 Establish and maintain links with the service sponsor or governing body (as appropriate), local networks, resource agencies, local prep programs/schools (where applicable) and other relevant organisations.

3.4 Supervise workplace students and volunteers, as directed.

3.5 Ensure an effective induction and orientation process for new families, children and educators, including workplace students and volunteers.

4 CONTRIBUTE TO THE EFFECTIVE MANAGEMENT OF THE SERVICE

(NQS Quality Area 7: Leadership and service management)

4.1 Ensure all practices are in accordance with the NQS and reflect the philosophy, policies and procedures of the service.

4.2 Attend professional development opportunities and network meetings as appropriate or as directed by Centre Management.

4.3 Lead and promote an understanding of the NQS, the NQF and the curriculum framework documents within the team/room.

4.4 Contribute to the continuous improvement of the service through reflective practice and as directed by the Centre Management and educational leader.

4.5 Complete any collection of data, medical or other records required in a timely manner, and in accordance with the service's policies and procedures and the NQS.

4.6 Assist the Centre Management in matters relating to leadership, pedagogical leadership, management support, service administration, as directed.



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Selection Criteria

Essential

- Early Childhood Teacher - please give a statement of your personal philosophy in relation to the delivery of quality Christian childcare
- Willingness to work towards the College's goals for best practice in child care
- Strong written communication
- Highly developed interpersonal skills
- Ability to work with and lead a team
- Organized and reliable
- Available to undertake training or meetings outside of normal work hours

Desirable

- Experience in a child care environment
- Experience leading/mentoring other staff
- Ability to organize and effectively manage resources and equipment