



SOUTH COAST
BAPTIST COLLEGE

'SCBC is a thriving Christian community that inspires learning as a means of transforming and empowering lives.'

Pre-Kindy Teacher

POSITION DESCRIPTION

South Coast Baptist College

Position Description – Pre-Kindy Teacher - Childcare Centre

SECTION 1 – POSITION OUTLINE

POSITION TITLE	Pre-Kindy Teacher
Reports to	Staff Coordinator & Educational Leader
Responsible to	Executive Director of Childcare, Principal
Employment Basis	Full Time

SECTION 2 – POSITION SUMMARY

The Child Care Centre is part of the South Coast Baptist College. As a Pre-Kindy Teacher in our Childcare Centre, SCBC is looking for someone who can provide a child-centred educational program that assists children's development and is consistent with our beliefs and philosophy.

The Pre-Kindy Teacher will be responsible for helping monitor and teach the 2.5 to 3 Year-Old children in our centre and develop a curriculum supportive and aligned to the Reggio Emilia Philosophy.

As a member of the South Coast Baptist College you will;

- Have a personal faith and commitment to the Lord Jesus Christ.
- Attend Church on a regular basis and model Christian beliefs, behaviour and practices.
- Accept the College's Statement of Faith.

SECTION 3 – POSITION OBJECTIVES

- Maintain a safe environment for children, families and team members.
- Comply with National Quality Standards (NQS) and the Child Care Policy and Procedures.
- Contribute to a child-centred approach in line with the EYLF and the SCBC Reggio Emilia inspired philosophy.
- Build and maintain strong, positive relationships with children and families.
- Actively contribute to the education program in the room and the Centre team.
- Support a culture of reflective practice and ongoing continuous improvement.
- Contribute to a professional and positive work culture.
- To reflect and improve on professional practice.

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SECTION 4 – REQUIREMENTS

1. Build co-operative and supportive relationships with staff, children and parents.
2. Work to ensure personal best practice.
3. Model the use of appropriate and proper channels of communication.
4. Always act in the best interest of the College and its ethos.
5. Comply with the College's code of conduct.

SECTION 5 – KEY COMPETENCIES

QUALIFICATIONS & EXPERIENCE

- Approved ACECQA Diploma in Early Childhood Education and Care.
- A Bachelor of Education (Early Childhood & Care, 0-8).
- Or 50% through completing a Bachelor of Education (Early Childhood & Care, 0-8).
- Current First Aid Qualification in accordance with ACECQA guideline.
- Child protection qualification approved by ECRU.
- Experience in an approved education and care service.
- Knowledge and understanding of the National Quality Framework, the Early Years Learning Framework and the Reggio Emilia approach.
- Demonstrated experience in curriculum, supporting curriculum development and documenting children's learning and development.

A. SKILLS AND ATTRIBUTES

- Developed leadership skills.
- Developed knowledge of the Reggio Emilia Approach.
- Demonstrated computer skills including MS Office applications and the ability to use information technology.
- Ability to relate well with children and parents.
- Ability to exercise sound judgment and carry out instructions with minimum supervision.
- Knowledge of the inclusion support process.
- Sound knowledge of statutory regulations and the QIAS (Quality Improvement and Accreditation System)

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SECTION 6 – KEY RESPONSIBILITIES

In relation to the children, the **Pre-Kindy Teacher** will;

- Respect and provide support and inclusion for all children, regardless of gender, cultural background or socio-economic status.
- Act as a positive role model, demonstrating appropriate behaviour and language.
- Provide adequate supervision for the children, and work towards supporting colleagues in achieving the same.
- Be a passionate educator and strive to achieve 'Service' goals (as outlined in Policy Manual) and ensure our 'Service' philosophy is reflected in daily practice.
- Assist in the collection, recording and evaluation of children's records and observations, as required by Department of Education and Communities and the National Quality Standard, and ensure all educators in your room are complying with these requirements.
- Communicate with the children in an open, honest manner and ensure that the child's perspective is regarded as unique and special.
- Be familiar with the Early Years Learning Framework and utilise to inspire independent learners.

In relation to the families, the **Pre-Kindy Teacher** will;

- Be courteous and helpful to the families in the Service
- Look for opportunities within the Service where a family may become involved, e.g. Multi-cultural events, craft activities, and fund raising and parent committees.
- Respect the confidentiality of all information about a child; any concerns should firstly be discussed with the Nominated Supervisor.
- Be familiar with all families; greet all families on a personal basis. This will ensure mutual trust and open communication.
- Be aware of each child and their needs. In relation to a child's medication requirements, ensure that you have reported to the Nominated Supervisor and colleagues for verification and ensure that it can only be administered by a staff member with a current senior first-aid certificate and must be witnessed by another staff member. All relevant record keeping must be maintained.
- To attend parent meetings as requested by the Leadership Team or parents.
- To share information with the family relating to their child and the daily activities of the Service.
- To act as a resource person for families.
- To encourage families to participate in Service decision-making and experiences.
- To attend regular staff meetings.
- Ensure the room diary and assist Educators as necessary, ensuring that this valuable communication tool is being fully utilised as a means of reporting to families.

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In relation to colleagues the **Pre-Kindy Teacher** will;

- High level of problem solving ability requiring extensive knowledge of the centre policy options adopted to provide workplace solutions.
- Highly developed organisational skills.
- Ability to facilitate team development and cooperation.
- Excellent communication skills.
- Implement the room's routine and the Service's procedures.
- Assist all staff in meeting the needs, supervision, health and safety of all children.
- With the guidance of the Nominated Supervisor and colleagues, promote the highest standard of care for the children in accordance with the National Quality Standards.
- Assist the Educational Leader and guide room staff in observing and planning for individual children and the total learning environment.
- Assist the Educational Leader and collaborate with room staff to ensure that the program is continually improving.
- Work as a team, sharing room responsibilities.
- Be considerate of fellow workers when having breaks by ensuring they are of the appropriate length.
- Participate in the service's annual staff reflection activities.
- Participate in the Service's annual professional development activities.
- Acknowledge and support the worth of the personal, professional, cultural and linguistic diversities that all staff members bring to the Service. Every staff member is unique and has something to offer- aim to tap into this wealth of knowledge and incorporate ideas in your own experiences.
- Be familiar with the Grievance Policy (included in Policy Manual) and aim to discuss any concerns or incidents to the Nominated Supervisor for further support.
- Assist in ensuring that your room is aesthetically supporting family involvement and representing each child and their needs and interests.

In relation to the program **Pre-Kindy Teacher** will;

- Work with the Educational Leader in planning, implementation and evaluation of the program (in consultation with the colleagues, and the Nominated Supervisor if needed).
- Assist the Educational Leader to maintain the developmental records of each child in your room.
- Know and implement the Early Years Learning Framework in your program and records, including Outcomes, Practices, and Principles.
- Assist the Educational Leader and Nominated Supervisor with the indoor and outdoor environment promoting commitment to continual improvement to the quality of care and experience each child and family receives.
- Assist in ensuring that the program is continually improving.
- Under the guidance of the Educational Leader, organise any project materials, interest areas and general preparation for the room.

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- Regularly evaluate, monitor and rotate the program so as to provide for an interesting and challenging environment (consulting with colleagues to provide variety and input from various perspectives).
- Participate in at least 4 in-services a year to support your professional development.

In relation to the service **Pre-Kindy Teacher** will;

- Maintain a high level and current understanding of the National Quality Standard
- Maintain a high working knowledge of the Early Years Learning Framework.
- Maintain awareness of current issues in children's services.
- Demonstrated ability to work in partnerships with families.
- Demonstrated professional level of written and verbal communication skills.
- An understanding of Child Protection legislation and its implications for the care and protection of children.
- An understanding of Occupational Health and Safety legislation and safety issues relating to children and staff.
- Provide ongoing support and assistance to the Educational Leader in related procedures.
- Assist the Nominated Supervisor in maintaining the Quality Improvement Planning routine.
- Inform the Nominated Supervisor of any issue arising that may compromise the children's health, safety, or wellbeing, or the efficient operation of the Service.
- Act as the responsible person for the Centre in the absence of the Nominated Supervisor or Leadership team.
- Any other duties, within the scope of the position, as specified by the Nominated Supervisor.
- Support the Service's programming promoting commitment to continual improvement to the quality of care provided within your room.
- Follow, and guide and support room colleagues to follow housekeeping practices which ensure that equipment is maintained at an optimal level.
- Assist in the completion of the daily, weekly and monthly duties (cleaning, maintenance etc.) to ensure a safe, clean and hygienic environment that is welcoming to all.
- Follow housekeeping practices, which ensure that equipment is maintained at an optimal level.
- Assist in providing an environment that is safe, interesting and appealing.
- Always act within the guidelines set out in the Code of Ethics (Early Childhood Australia Inc.)

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B. CLEARANCES/CERTIFICATES/LICENCES

- ACECQA approved Diploma in Early Childhood Education and Care.
- A Bachelor of Education (Early Childhood & Care, 0-8).
- Or 50% through completing a Bachelor of Education (Early Childhood & Care, 0-8).
- Current Working With Children Card.
- HLTAID004 Provide an emergency first aid response in an education and care setting.

C. PROFESSIONAL DEVELOPMENT

- Undertake appropriate professional development approved by the College Leadership.

D. RESPONSIBLE PERSON

The Approved provider must ensure that a Responsible Person is always present at a centre based service that is educating and caring for children. In the absence of the Approved Provider and the Nominated Supervisor, a person will be nominated as the Responsible Person for the day-to-day management of the approved Service.

As a Pre-Kindy Teacher you may assume the Responsible Persons duties between the hours of 6:30am and 6:00pm during business hours.

I have reviewed and understand the responsibilities as the **Pre-Kindy Teacher**. I acknowledge that I am responsible for the satisfactory execution of these responsibilities and will adhere to all requirements as asset out in the job description.

Position Held by _____

Signed: _____

Date: _____

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Nominated **Responsible Person** Consent

I _____ agree that;

- I have adequate knowledge and understanding of the provision of education and care to children
- I can effectively supervise and manage an education and care service
- I consent to the role of the Responsible Person
- I agree and be willing to be placed in day-to-day charge of the education and care service in the absence of the Nominated Supervisor and the Leadership Team

Signed: _____

Date: _____