



**Courage in Wisdom | Hope in Love**

## Job Description

Title:	<b>Pre-Kindy Teacher</b>
Reports to:	Director of Childcare
EBA/Award:	Childcare's Services Award 2010 Refer MA00120 Pay guide
FTE:	FTE 1.0
Employment Type:	Full Time Permanent

### Position Summary

As a Pre-Kindy Teacher at South Coast Baptist College's Childcare Centre, you will play a crucial role in fostering a child-centred educational program aligned with our beliefs and philosophy, specifically grounded in the Reggio Emilia approach. We are seeking an individual who is passionate about early childhood education, values strong relationships with children and families, and aligns with our Christian ethos.

### Job Description

#### Key Responsibilities:

- Maintain a safe environment for children, families, and team members.
- Comply with National Quality Standards (NQS) and Child Care Policy and Procedures.
- Contribute to a child-centred approach in line with the Early Years Learning Framework (EYLF) and the SCBC Reggio Emilia-inspired philosophy.
- Build and maintain positive relationships with staff, children and families.
- Actively contribute to the education program, fostering reflective practice and continuous improvement.
- Contribute to a professional and positive work culture.
- Reflect on and improve professional practice.
- Act in the best interest of the College and its ethos.
- Comply with the College's code of conduct.

#### Key Competencies:

##### Qualifications & Experience:

- Approved ACECQA Diploma in Early Childhood Education and Care.
- Bachelor of Education (Early Childhood & Care, 0-8) or 50% completion.
- Current First Aid Qualification according to ACECQA guidelines.
- Child protection qualification approved by ECRU.
- Experience in an approved education and care service.
- Knowledge of National Quality Framework, Early Years Learning Framework, and Reggio Emilia approach.
- Demonstrated experience in curriculum development and documenting children's learning.

##### Skills and Attributes:

- Developed leadership skills.
- Knowledge of the Reggio Emilia Approach.
- Computer skills including MS Office applications.



- Ability to relate well with children and parents.
- Sound judgment and ability to carry out instructions with minimal supervision.
- Knowledge of inclusion support process.
- Familiarity with statutory regulations and QIAS.

**In relation to children:**

- Respect and support inclusion for all children.
- Act as a positive role model.
- Provide adequate supervision.
- Be a passionate educator.
- Assist in records and observations.

**In relation to families:**

- Be courteous and helpful.
- Encourage family involvement.
- Maintain confidentiality.
- Attend parent meetings.

**In relation to colleagues:**

- Problem-solving ability.
- Organizational skills.
- Facilitate team development.
- Excellent communication skills.

**In relation to the program:**

- Plan, implement, and evaluate the program.
- Maintain developmental records.
- Implement Early Years Learning Framework.

**In relation to the service:**

- Understand and maintain National Quality Standard.
- Stay aware of current issues in children's services.
- Work in partnerships with families.
- Act as the responsible person in the absence of the Nominated Supervisor.

**Clearances/Certificates/Licenses:**

- ACECQA approved Diploma.
- Bachelor of Education (or in progress).
- Current Working With Children Card.
- HLTAID004 Provide an emergency first aid response.

**Professional Development:**

Undertake appropriate professional development approved by the College Leadership.

**Selection Criteria**

- ACECQA Diploma in Early Childhood Education and Care.
- Progress towards a Bachelor of Education (Early Childhood & Care, 0-8).
- Previous childcare service experience.



- Familiarity with National Quality Framework and Reggio Emilia approach.
- Create a safe, inclusive environment and knowledge of child protection principles.
- Strong verbal and written communication skills; model appropriate behaviour.
- Leadership skills, positive teamwork, and contribution to a reflective work culture.
- Plan, implement, and evaluate programs aligned with Reggio Emilia and EYLF; willingness for ongoing professional development.

#### General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To attend Church on a regular basis and model Christian beliefs, behaviour and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Working With Children Card.
- Contribute to a safe and healthy workplace by:
  - Following OH&S instructions and policies
  - Reporting accidents and hazards
  - Generally caring for own safety and that of others, including volunteers, students, and parents.
  - First Aid certificate is desirable.

#### Other Matters

**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:	