



Job Description

Title:	Pre-Kindy Teacher
Reports to:	Director of Childcare
EBA/Award:	South Coast Baptist College Teaching Agreement 2024
FTE:	FTE 0.6
Employment Type:	Contract – Maternity Leave Cover

Position Summary

The Pre-Kindy Teacher at South Coast Baptist College's Childcare Centre is responsible for contributing to the planning, implementation and evaluation of a high-quality, child-centred educational program that supports children's learning, development and wellbeing.

Grounded in the College's Christian ethos and Reggio Emilia-inspired philosophy, the role promotes curiosity, creativity, exploration and meaningful relationships. The successful applicant will demonstrate a strong commitment to early childhood education, inclusive practice, collaborative partnerships with families and ongoing professional reflection.

The Pre-Kindy Teacher will contribute to a positive learning environment where every child is valued, supported and encouraged to reach their potential.

Job Description

Educational Program and Practice

- Plan, implement and evaluate an engaging, developmentally appropriate educational program aligned with the Early Years Learning Framework (EYLF) and the College's Reggio Emilia-inspired philosophy.
- Support children's learning through play, inquiry, exploration and meaningful interactions.
- Observe, document and assess children's learning and development to inform curriculum planning and individual learning experiences.
- Foster children's independence, creativity, curiosity and social-emotional development.
- Engage in reflective practice and contribute to the continuous improvement of educational programs and teaching practices.
- Maintain accurate, relevant and confidential records of children's learning, development and wellbeing.
- Support inclusive practices that recognise and respond to the individual strengths, interests and needs of all children.

Child Safety, Wellbeing and Compliance

- Provide a safe, secure, nurturing and inclusive environment for children, families and colleagues.
- Maintain appropriate supervision of children at all times and respond promptly to safety concerns.
- Uphold the College's child safeguarding requirements, policies, procedures and Code of Conduct.
- Comply with relevant legislation, regulations, the National Quality Framework (NQF), National Quality Standard (NQS) and applicable childcare policies and procedures.
- Follow child protection, incident reporting, risk management and emergency response procedures.



- Promote children's dignity, rights, wellbeing and protection from harm.

Relationships with Children and Families

- Develop respectful, responsive and supportive relationships with children and their families.
- Communicate effectively with families regarding children's learning, development, wellbeing and daily experiences.
- Encourage family participation and collaboration in the educational program.
- Participate in parent meetings, family engagement activities and other relevant College events.
- Maintain professional boundaries and confidentiality when handling sensitive information.

Teamwork and Professional Practice

- Work collaboratively with colleagues to deliver a consistent, high-quality educational program.
- Contribute to a positive, respectful and professional team culture.
- Demonstrate initiative, sound judgement, problem-solving skills and the ability to work independently when required.
- Share professional knowledge and contribute to team reflection, planning and development.
- Support the development of colleagues and contribute to continuous improvement within the service.
- Undertake relevant professional development as directed or approved by College Leadership.
- Model professional conduct consistent with the College's Christian ethos, values and expectations.

Service Operations and Leadership

- Contribute to the effective day-to-day operation of the Childcare Centre.
- Support the implementation and ongoing review of policies, procedures and practices that promote quality outcomes for children.
- Maintain an understanding of current developments, regulatory requirements and best practice in early childhood education and care.
- Contribute to quality improvement planning and the service's ongoing compliance with the National Quality Standard.
- Undertake delegated responsibilities appropriate to the role and qualifications held.
- Where appropriately qualified, authorised and delegated, act as the responsible person in the absence of the Nominated Supervisor.

Qualifications and Experience

The successful applicant will demonstrate the following qualifications, knowledge and experience:

- An ACECQA-approved Diploma of Early Childhood Education and Care.
- Hold or progress towards a Bachelor of Education in Early Childhood Education or a related qualification, preferably specialising in the 0–8 age range.
- Experience working in an approved education and care service.
- Knowledge of the National Quality Framework, National Quality Standard and Early Years Learning Framework.
- Understanding of the Reggio Emilia approach and its application within an early childhood learning environment.
- Experience in curriculum planning, implementation, assessment and documentation of children's learning.
- Knowledge of child safeguarding, child protection and inclusive education practices.



- Understanding of family engagement and collaborative approaches to supporting children's development.

Skills and Attributes

The successful applicant will demonstrate:

- A genuine passion for early childhood education and a commitment to children's learning, development and wellbeing.
- Strong interpersonal and communication skills, including the ability to build positive relationships with children, families and colleagues.
- Effective organisation, time management and problem-solving skills.
- Initiative, sound judgement and the ability to work with minimal supervision.
- The ability to contribute positively to team development and collaborative decision-making.
- Strong observational and documentation skills to support children's learning and development.
- Confidence in using relevant computer applications, including Microsoft Office and digital documentation systems.
- A commitment to reflective practice, continuous improvement and ongoing professional learning.
- A willingness to uphold and contribute to the Christian ethos and values of South Coast Baptist College.

Clearances, Certificates and Registration

The successful applicant must hold, or be willing to obtain and maintain, the following as applicable to the position:

- An ACECQA-approved Diploma of Early Childhood Education and Care.
- A current Working with Children Check.
- Current approved first aid qualifications appropriate to the role and applicable regulatory requirements.
- Current approved child protection training, as required by the relevant regulatory authority and the College.
- Any additional clearances, training or documentation required by the College or relevant legislation.

Professional Development

The Pre-Kindy Teacher is expected to participate in relevant professional development to maintain and enhance professional knowledge, skills and practice.

Professional development should support continuous improvement, current regulatory compliance, the College's educational philosophy and the delivery of high-quality early childhood education and care.

Selection Criteria

Applicants will be assessed against the following criteria:

- An ACECQA-approved Diploma of Early Childhood Education and Care, with progress towards a relevant Bachelor of Education in Early Childhood Education or a related field.
- Demonstrated experience working in an approved education and care service, with an understanding of children's learning, development and wellbeing.
- Knowledge of the EYLF and National Quality Framework, with the ability to plan, implement, document and evaluate educational programs informed by a Reggio Emilia-inspired approach.
- Demonstrated commitment to providing a safe, inclusive and nurturing learning environment, with an understanding of child safeguarding, child protection and inclusive practices.



- Well-developed verbal and written communication skills, with the ability to establish positive relationships with children, families and colleagues while maintaining appropriate professional boundaries.
- Demonstrated ability to work collaboratively, exercise initiative, contribute to team development and support a positive, reflective and professional workplace culture.
- A commitment to ongoing professional development, reflective practice and contributing positively to the Christian ethos and values of South Coast Baptist College.

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:	