

Position Description

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| Position Title: | Early Childhood Education Teacher |
| Reporting to: | Kindergarten Services Manager |
| Location: | City of Greater Geelong VIC |
| Date: | October 2017 |

Bethany Kindergarten Services

Bethany Community Support is a vibrant community service organisation based in Victoria that provides a broad range of prevention, intervention, support and educational services to children, young people, families and individuals.

Bethany Kindergarten Services (formally known as GKA) a subsidiary company of Bethany Community Support, controlled and supported by the Bethany Community Support with its own Board made up of Bethany Board members and two elected Parent Advisory Group (PAG) representatives.

Bethany Kindergarten Services (BKS) is a provider of Early Years Management (EYM) and aims to achieve improved outcomes for all young children through the provision of high quality and accessible kindergarten programs. BKS is responsible for the operational and strategic management of 21 kindergartens and is the employer of approximately 140 staff. BKS requires all employees to adhere to the organisation's Vision, Mission and Values. This includes all organisations policies, procedures and work instructions.

Statement of Commitment to Child Safety

BKS is committed to child safety. We want children to be safe, happy and empowered. We have zero tolerance of child abuse. We understand our legal and moral obligations to treat concerns seriously and report allegations, safety and wellbeing concerns to authorities. We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

Focus

The Early Childhood Education Teacher position reports directly to the Kindergarten Services Manager and is responsible for the development and implementation of innovative, quality driven inclusive programs and to respond to emerging trends and issues within the early childhood education setting, within BKS and the community.

The focus of the role with the support of the Kindergarten Services Manager is ensuring the implementation of BKS's operational and strategic goals in relation to high quality early childhood education programs.

Objective

The Early Childhood Education Teacher will develop, implement, evaluate and document compliant, safe and developmentally appropriate programs for each child.

This position will ensure kindergarten operations comply with relevant legislation, regulations and policy and procedure including direct supervision of children and creation and maintenance of a safe and healthy internal and external kindergarten environment.

The Early Childhood Education Teacher will provide supervision and direction of the kindergarten team, including employees, parent helpers, students on placement and volunteers. The position will provide leadership in pedagogical development, directly contribute to a positive professional organisational culture by valuing collaboration, continual improvement and safety.

Key Responsibilities/Accountabilities:

- Plan, implement, supervise and evaluate high quality early childhood education kindergarten programs
- Provide adequate supervision
- Implement high quality inclusive programs compliant with Education and Care Services National Regulations and Act and in line with the Early Years Learning Framework, National Quality Standards and Kindergarten Funding Guide
- Document, display and update children's individual progress records and ensure these records are accessible to families
- Participate in quality assurance and compliance programs including review of BKS policy and procedure
- Ensure buildings and grounds comply with DET, BKS and OH&S requirements
- Develop meaningful relationships with children, families and carers, committees, community groups, support agencies, colleagues and industry groups
- Act as the Nominated Supervisor/ Responsible Person when required and provide clear leadership to a small team
- Develop and maintain respectful relationships with children, families and carers, committees, community groups, support agencies, colleagues, industry groups and BKS Central Support Team
- Participate, promote and demonstrate effective and positive communication with other staff within the centre and with BKS Central Support Team
- Undertake with other staff, preparation, general cleanliness and set up and set down of equipment and activities
- Undertake daily, weekly, monthly and annual audits and checklists associated with the delivery of an early childhood education program
- Provide guidance and leadership to early childhood education assistants, students on placement, parent helpers and volunteers
- Undertake evacuation, emergency management and lockdown drills

- Provide general and specific advice and information to BKS, families and carers on child development matters, preschool programs, and relevant support services
- Implement procedures and follow policies as appropriate
- Participate in Return to Work Plans for injured employees
- Maintain confidentiality of records
- Actively participate in employee performance review process
- Actively participate in meetings including work groups and project groups
- Provide induction for new employees to the Service
- Identify, respond and where appropriate, report suspected child abuse
- Work with other early childhood professionals
- Consider how programs can be linked to the community
- Be aware of, and ensure that OH&S policy, procedures and guidelines are fully complied with
- Participate in developing a culture of safety awareness
- Contribute to BKS's planning, budget and strategic development
- As required, present policies and procedures to stakeholder forums
- Advise management on potential risks and mitigations strategies
- Ensure records are maintained to meet business, regulatory and legal requirements
- Perform other duties and responsibilities as requested and reasonably within the capabilities of the position.

Selection Criteria

- Bachelor of Early Childhood Education (or equivalent as approved by ACECQA and suitable pursuant to the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011.)
- Certificate in First Aid Level 2 (including current annual CPR certificate)
- Certificate in Asthma Awareness/ Management
- Certificate in Anaphylaxis Awareness/ Management (including current annual Auto Injection Refresher certificate)
- Proof of current registration with the Victorian Institute of Teaching
- Demonstrated experience within an early childhood education setting
- Demonstrated knowledge of the National Education and Care Services Act and Regulations 2011
- Demonstrated knowledge of Early Years Learning Framework and National Quality Standards
- Demonstrated high level of written and oral communication skills
- Demonstrated high level interpersonal skills in particular, negotiation and influencing skills and ability to develop sound relationships with stakeholders
- Demonstrated ability to direct, coach and mentor staff
- Demonstrated ability to plan, prioritise tasks and meet required timeframes
- Demonstrated experience in quality assurance processes

- Demonstrated ability to work independently and co-operatively in a team environment
- Demonstrated high level information technology skills

Conditions

Salary will be as per Salary Assessment and in accordance with VECTEA 2016.

A current Victorian Driver's license may be required to travel to other locations of BKS.

Attendance out-of-hours for meetings to support the Service and the Community may be a requirement of this position.

Positions with BKS are subject to a probationary period.

Acceptance and Acknowledgement

I _____, understand and accept the duties and responsibilities of this role and agree to abide by BKS policy, procedure and federal and state obligations.

Name: _____

Signature: _____ / /