

Position Description

Position	Early Childhood Teacher
Direct Report	Kindergarten Services Manager
Date	October 2020

About The Bethany Group

Bethany Community Support (BCS) 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 (BKS)** is a subsidiary company of BCS. BKS is a provider of Early Years Management (EYM) across 22 kindergartens and aims to achieve improved outcomes for all children through the provision of high quality and accessible kindergarten programs.

Our Vision

Working together to meet the changing needs and aspirations of people in their communities.

Our Values

- **Courage** We take action and stand up for what we believe
- **Respect** We value people and build on their strengths
- **Integrity** We are open, fair and just in everything we do
- **Innovation** We develop new ways of working to make a difference
- **Collaboration** We work together to improve outcomes

Bethany’s Diversity Statement

At Bethany we celebrate diversity and innovation. We embrace creating a connected organisation which enables all service users, employees, students, contractors, and volunteers to feel safe from discrimination. We support an inclusive environment where people of all genders and ages, people living with a disability. First Nations people and people from LGBTI and CALD communities feel empowered to contribute their experiences and ideas; knowing that these will be valued.

Bethany’s statement of commitment to child safety

Bethany is committed to providing a child safe environment. We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations 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.

Position Objectives

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The Early Childhood Teacher reports directly to the Kindergarten Services Manager (KSM) and is responsible for the development and implementation of innovative and inclusive early childhood education programs of a high quality standard. The Early Childhood Teacher will develop, implement, evaluate and document compliant, safe and developmentally appropriate education programs for each child. This position will ensure kindergarten operations comply with relevant legislation, regulations and policy and procedure including the direct supervision of children. The role includes the creation and maintenance of a safe and healthy kindergarten environment. The Early Childhood Teacher will provide supervision and direction of the kindergarten team, including employees, parent helpers and students on placement. The position will provide leadership in pedagogical development and directly contribute to a positive professional organisational culture.

Key Responsibilities

- Plan, implement, supervise and evaluate high quality early childhood education kindergarten programs
- Ensure appropriate supervision of children at all times
- Implement high quality inclusive programs compliant with Education and Care Services National Regulations and Act and in line with the Victorian 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
- Ensure buildings and grounds comply with DET, BKS and OH&S requirements
- Develop appropriate and meaningful relationships with children, families and carers, support agencies, and colleagues
- Act as the Nominated Supervisor/Responsible Person when required by the Approved Provider and provide clear leadership to an educational team
- Participate, promote and demonstrate effective and positive communication across the Bethany Group
- 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 and parent helpers
- Undertake evacuation, emergency management and lockdown drills as required
- Provide general and specific advice and information to families on child development matters, preschool programs, and relevant support services
- Implement BKS procedures and follow BKS policies
- Participate in Return to Work Plans for injured employees
- Maintain confidentiality of records
- Actively participate in employee performance review process as required
- Provide induction for new employees to the Service
- Identify, respond and report suspected child abuse and comply with the BKS Child Safe Policy
- Ensure that OH&S policy, procedures and guidelines are fully complied with

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- 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

Key Selection Criteria

Essential

1. 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.) Including current registration with the Victorian Institute of Teaching (VIT)
2. Hold and maintain First Aid Qualification HLTAID004 – Provide an emergency first aid response in an education and care setting or equivalent. (Must including Asthma, Anaphylaxis awareness/management and annual CPR refresher)
3. A satisfactory criminal records check
4. Demonstrated knowledge of the National Education and Care Services Act and Regulations 2011
5. Demonstrated experience in the development and implementation of high quality Early Years educational programs.
6. Demonstrated knowledge of Victorian Early Years Learning Framework and National Quality Framework and Standards
7. Demonstrated high level of written and oral communication skills
8. Demonstrated high level interpersonal skills in particular, negotiation and influencing skills
9. Demonstrated ability to direct and mentor staff
10. Demonstrated ability to plan, prioritise tasks and meet required timeframes
11. Demonstrated ability to work independently and co-operatively in a team environment

Conditions and Remuneration

Salary	This position is classified under the Victorian Early Childhood Teachers and Educators Agreement 2016 (VECTEA).
Conditions	All other conditions of employment as per the VECTEA.
Probationary Period	This position is subject to a probationary period as per the terms of the VECTEA 2016.
Out of hours work	Occasional attendance at out-of-hours meetings to support the service and the community is a requirement of this position.
Travel	Travel will be required to other Bethany offices across the Geelong

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	and Bellarine regions.
Physical Requirements	<ul style="list-style-type: none"> ▪ Standing for long periods – Frequent ▪ Walking – Frequent ▪ Sitting – Frequent ▪ Bending – Frequent ▪ Lifting – Frequent ▪ Driving – Occasional
Right to work in Australia	You must either be an Australian citizen; or have permanent residence status; or an appropriate visa issued by the Department of Immigration and Citizenship that entitles the employee to work in Australia.
Mandatory	<ul style="list-style-type: none"> ▪ Hold and maintain registration with the Victorian Institute of Teaching ▪ Hold and maintain current First Aid qualifications (HLTAID004) ▪ Hold and maintain current annual CPR refresher ▪ Complete Mandatory Reporting online course annually ▪ A current Victorian Drivers licence

Employee Declaration

I have read and understood this Position Description and in signing this document agree that I am capable of fulfilling all of the requirements of the position described in this document. Additionally, I agree to notify management immediately of any change in my capacity to meet any of the requirements outlined in this Position Description.

Name:

Signature:

Date: