

ATTACHMENT 65

POSITION DESCRIPTION – EARLY CHILDHOOD TEACHER

Dr Harry Little Preschool

STATEMENT OF COMMITMENT TO CHILD SAFETY

We are committed to child safety. We want children to be safe, happy and empowered and have zero tolerance of child abuse. We understand our legal and moral obligations to treat all concerns seriously and to report allegations and concerns about a child/ren's safety and wellbeing 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 OBJECTIVE

The objectives of the position are as follows:

- Develop and provide a high quality, developmentally appropriate educational program (based on an approved curriculum framework) for the children at Dr Harry Little Preschool in consultation with the committee of management (employer) and the parents of children attending Dr Harry Little Preschool.
- Provide educational leadership while working as a member of a collaborative service team.
- Operate in a professional manner at all times and ensure that the service meets the requirements of the Department of Education and Training (DET) *Kindergarten Funding Guide; Education and Care Services National Law (National Law); Education and Care Services National Regulations (Regulations)* and functions in line with approved policies, procedures and the Quality Improvement Plan of Dr Harry Little Preschool.

ORGANISATIONAL RELATIONSHIP

The early childhood teacher is accountable to, reports to and takes direction from the committee of management (employer).

RESPONSIBILITIES AND DUTIES

General responsibilities

- Be responsible to the committee of management (employer) for the development and delivery of the programs for which they are responsible.
- Act in accordance with the authority delegated by the committee of management (employer) in dealing with situations of an urgent nature requiring immediate action, ensuring compliance with the Act and the Regulations.
- Operate within the requirements of the service's policies and procedures, as well as funding and regulatory requirements.
- Operate within the limits of the service budget allocation and financial policies and procedures of the service
- Be actively involved in the development and implementation of the Quality Improvement Plan of the service
- Encourage enrolments and provide relevant written information and referrals in accordance with the enrolment policy and procedures, as specified by the committee of management (employer)
- Respect the confidentiality of information relating to parents and children, and comply with the service's privacy policy
- Work in accordance with the standards outlined in the Early Childhood Australia (ECA) Code of Ethics, the Victorian Institute (VIT) Code of conduct and Dr Harry Little Preschool's Code of Conduct and Child Safety Code of Conduct

- Other duties as directed by the committee of management (employer) from time-to-time.

Specific responsibilities

Children

- Develop, in consultation with parents, educators and educational leader, an educational program that is culturally respectful, inclusive of all abilities and appropriate to the individual developmental needs and interests of the children. The program will be based on an approved curriculum framework, reflect the service's philosophy and policies, the needs of the community, and be culturally appropriate
- Display the educational program, updated every fortnight at a minimum
- Develop, record and maintain specific objectives for individual children based on regular written observations across all aspects of the child's development and share this information with parents as appropriate
- Link specific objectives for individual children into the program plan
- Complete Transition Statements in accordance with funding requirements
- Provide a safe, healthy, and welcoming environment and ensure that children are supervised at all times
- Discuss with relevant service staff, such as other educators working with the Early Childhood teacher, the educational program, needs of families and children attending the service so that they can carry out their duties effectively

Parents

- Actively encourage parental involvement in developing and implementing the program at the service
- Provide regular information about the program, the operation of the service and child development for parents in the form of newsletters, posters and notices
- Communicate with parents on their child's development and progress at the service
- Ensure that new families are appropriately enrolled and orientated at the service

Staff

- Be responsible for the day-to-day supervision of employees performing duties related to the group/s for which the position is directly responsible
- Hold or attend regular staff meetings, within paid time, to facilitate effective communication, internal staff development and discussion on management and programming for the service. The frequency of staff meetings will be determined by the committee of management (employer), following consultation with the staff
- Provide leadership while working as a member of a cooperative team and encourage educators who are involved in the program to contribute to the planning and implementation of the educational program
- Share housekeeping tasks of preparation, packing up, hygiene, and safety related to the program, with other staff
- Work cooperatively with the committee of management (employer) and all staff to ensure the service operates in a safe work environment and that employees adhere to all service OHS safety procedures
- Participate in an annual performance review and development process
- Keep abreast of current issues relating to the provision of children's services and liaise with relevant early childhood services and other professional services and organisations within the community
- Comply with the professional development requirements for maintaining VIT registration or as requested by the committee of management (employer)
- Assist with the induction of new staff.
- Participate (with the committee of management) in the formal performance appraisal of educators for whom

the position is responsible

- Ensure Child Safe Standards are adhered to at all times

Committee of management (employer)

- Work in a cooperative manner with the committee of management (employer), ensuring open communication on all issues pertaining to employment, management, finances, program and regulatory requirements of the service
- Support the committee's role as manager of the service, including the provision of relevant information to ensure the service meets all regulatory and funding requirements
- Provide monthly written reports concerning the educational program and any issues relating to the service, to the committee of management prior to/at the monthly committee meetings
- Attend and contribute to regular committee meetings as required by the committee
- Provide necessary information, within agreed time lines, for the completion of all relevant program related reports and data collections as required by the committee of management (employer)
- Report to the committee on urgent and ongoing maintenance at the service
- Report to the committee on equipment and materials needed and purchase of approved supplies
- Undertake other functions as delegated by the committee of management

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The early childhood teacher is directly accountable to the committee of management (employer).
- The early childhood teacher has the authority to take such action as is necessary to ensure that the safety and wellbeing of children and their families are maintained within the service and on approved activities outside the service
- The early childhood teacher is responsible for making recommendations to the committee of management on matters relevant to the educational program and its impact on the operation of the service

ESSENTIAL SKILLS AND COMPETENCIES

Specialist skills and knowledge

- Have a sound understanding and knowledge of early childhood development and education
- Have a sound understanding and knowledge of legislation, regulations and standards, including Child Safe Standards governing the operation of children's services
- Ability to develop, document and implement a high quality, developmentally appropriate education program for kindergarten children in consultation with relevant stakeholders
- The ability to plan, work and manage time effectively with minimal supervision

Interpersonal skills

- Excellent interpersonal skills and an ability to communicate effectively with children, the committee of management (employer), parents, other staff and professionals
- Ability to work in a cooperative, flexible and professional manner with children, parents, staff and committee of management
- Well-developed leadership and self-motivation skills
- Ability to ensure confidentiality of information

Essential requirements

- Qualifications suitable for an early childhood teacher under the *Education and Care Services National Law*, *Education and Care Services National Regulations* and the DET *Kindergarten Funding Guide*
- Be registered as an Early Childhood Teacher with the Victorian Institute of Teaching, and continue to renew/maintain the registration during the course of employment
- Must be able to fill the position of Nominated Supervisor or be nominated as a person in a leadership position or with responsibility for the day-to-day operations of the service in accordance with the *Regulations* if required by the Approved Provider
- Hold a current
 - approved first aid qualification,
 - approved anaphylaxis management qualification and
 - approved emergency asthma management qualification,

in accordance with the *Education and Care Services National Regulations* and service policies.