



EARLY CHILDHOOD TEACHER (EDUCATIONAL LEADER) – POSITION DESCRIPTION

BACKGROUND

- At Viewbank Preschool, we offer comprehensive Early Childhood Education. Play is the medium through which children learn in a fun, caring and inclusive environment.

POSITION OBJECTIVE

The objectives of the position are as follows:

- Develop and provide a high quality developmentally appropriate educational program for the children in consultation with the committee and the parents of children attending.
- Perform the role of educational leader at the preschool by leading the development and implementation of education programs at the service.
- Provide educational leadership while working as a member of a collaborative service team, to provide a developmentally appropriate educational program.
- Operate in a professional manner at all times and ensure that the service meets the requirements of the Department of Education and Early Childhood Development (DEECD) *Victorian Kindergarten, Policy, Procedures and Funding Criteria*, the *Children's Services Regulations 2009*, the *Children's Services Act 1996* and functions in line with approved policies and procedures.

ORGANISATIONAL RELATIONSHIP

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

RESPONSIBILITIES AND DUTIES

General responsibilities

- Be responsible to the committee for the operation and management of the service.
- Undertake all responsibilities and activities associated with being a primary nominee/nominee, and act as the licensee's nominee to manage the service in the licensee's absence in accordance with the *Children's Services Act 1996* and the *Children's Services Regulations 2009*.
- Act in accordance with the authority delegated by the committee 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.
- Be actively involved in any quality assurance program 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.
- Respect the confidentiality of information relating to parents and children, and comply with the kindergarten's privacy policy.
- Other duties as directed by the committee from time-to-time.

Specific responsibilities

Children

- Develop, in consultation with parents and staff, an educational program that is appropriate to the individual developmental needs and interests of the children. The program will reflect the service's policies and 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.
- Provide a healthy, safe and welcoming environment and ensure that children are supervised at all times.
- Discuss with relevant service staff, such as the assistant, the 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 kindergarten.
- Ensure that new families are appropriately enrolled and orientated at the service.

Staff

- Be responsible for the day-to-day supervision of staff 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, from time-to-time, following consultation with the staff.
- Provide leadership while working as a member of a cooperative team and encourage staff who are involved in the program to contribute to the planning and implementation of the educational program.
- Share housekeeping tasks of preparation, packing, hygiene, and safety related to the program, with other staff.
- Work cooperatively with the committee and all staff to ensure the service operates in a safe work environment and that staff follow safe work practices.
- Participate in annual staff review/performance development review process.
- Keep abreast of current issues relating to 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 in any industrial award or agreement, such as the Professional Development and Enhancement Program (PDEP) under the VECTAA.
- Recommend and participate in professional development of staff in consultation with the committee, including the orientation and formal appraisal of staff for whom the position is responsible.
- Adhere to all service OHS safety procedures.

Committee

- Work in a cooperative manner with the committee, 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 by providing information relevant to meet the regulatory requirements of the service.
- Prepare written reports concerning the educational program and any issues relating to the service as requested by the committee.
- Attend and contribute to regular committee meetings as required by the committee.
- Complete, within agreed time lines, all relevant program related reports and data collections required by the committee.
- 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.

MANAGEMENT SUPPORT/ANCILLARY FUNCTIONS

Undertake management support/ancillary functions as delegated by the committee.

Accountability and extent of authority

- The teacher is directly accountable to the committee.
- The teacher has the authority to take such action as is necessary to ensure that the health and safety of children and their families are maintained within the service and on approved activities outside the service.
- The teacher is responsible for making recommendations to the committee 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.
- Ability to develop, document and implement a 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 the committee, parents, other staff and professionals.
- Ability to work in a cooperative, flexible and professional manner with children, parents, staff and committee.
- Well developed leadership and self motivation skills.
- Ability to ensure confidentiality of information.

Essential requirements

- Qualifications suitable for a teacher under the *Children's Services Regulations 2009* and the DEECD *Victorian Kindergarten, Policy, Procedures and Funding Criteria*.
- Be a fit-and-proper person for, and be registered by the service as appropriate in, the position of primary nominee/nominee under the *Children's Services Act 1996*.
- Hold a current WWC assessment, which demonstrates suitability for employment in a children's service, both on commencement of employment and at the time of licence renewal of the service.
- Hold an appropriate first aid training certificate and anaphylaxis management training that complies with the requirements of the *Children's Services Regulations 2009*. This must be kept current at all times.