

Position Description: Early Childhood Teacher

Title: Early Childhood Teacher
Appointed by: Principal/CEO
Responsible to: Director of Junior School
Reports to: ELC Director

The Early Childhood Teacher is primarily responsible for teaching children in the early years learning program. The teacher will provide a secure and loving environment that reflects God's love and the beauty of His creation. Learning will be promoted through language rich exploratory play opportunities designed to inspire and delight.

The Early Childhood Teacher, on designated teaching days, will be responsible for the day-to-day operations of the Centre in accordance with the National Quality Framework (NQF), Education and Care Services National Law Act 2010, Education and Care Services Regulations 2011, and National Quality Standard as varied from time to time, under the general direction of the Principal, Head of Primary and ELC Director.

Purpose of the Position

We seek to foster each child's lifelong journey of acquiring skills, concepts, values and dispositions for life.

- The Early Childhood Teacher will contribute to the development of a stimulating learning environment where each child's growth as a learner is supported and affirmed and will nurture in each student: positive character traits, critical thinking skills, confidence as a capable learner, an understanding of God's love, and a joyful delight in the learning process.
- The Early Childhood Teacher must be fully committed to the aims and ethos of Maranatha and be a role model for students in preparation for a life of Christian service.

SKILLS & KNOWLEDGE

Requirements:

- Be registered with the Victorian Institute of Teaching (VIT) and continue to renew/maintain the registration during the course of employment.
- Current child protection training and knowledge.

- 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.
- Current Victorian driver's license.

Qualifications:

- Must hold a minimum qualification of a Bachelor of Early Childhood Education or equivalent, as recognised by ACECQA.
- Hold a current ACECQA compliant First Aid Certificate, including Resuscitation, Asthma Management, and Anaphylaxis.

Experience:

- Previous experience working in the early childhood sector (desirable).

MAIN DUTIES AND RESPONSIBILITIES:

Service Delivery

- Design and assess a holistic curriculum based on each child's knowledge, culture, and interests, within a play-based learning environment and National Quality Framework.
- Promote inclusive practices to support diverse families from various cultures and backgrounds.
- Build respectful relationships with children, families, professionals, and regulatory bodies, maintaining privacy and confidentiality.
- Follow mandatory reporting guidelines for child protection.
- Observe and assess children's learning to inform program planning.
- Comply with organisational policies, funding, and regulatory requirements.
- Ensure a safe, healthy, and supervised environment for children.
- Contribute to the development and execution of the organisation's Quality Improvement Plan.
- Integrate Aboriginal and Torres Strait Islander perspectives into the curriculum.
- Plan and execute a transition-to-school program for kindergarten children.
- Collaborate respectfully with culturally diverse children, families, and colleagues.
- Maintain an inclusive environment that values the diverse backgrounds of children, families, and the community.
- Lead and collaborate with the team, encouraging educators to contribute to program planning.
- Attend and contribute to staff meetings.
- Share tasks related to program preparation, hygiene, and safety with other staff.

- Work with the approved provider and staff to ensure a safe work environment and adherence to OHS procedures.
- Participate in annual performance reviews and development processes.

Personal

- Demonstrate professionalism and ethical conduct in interactions with children, families, and colleagues.
- Keep across 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.
- Engage in relevant training and development activities, attend professional networks and conferences, and keep up to date with research and best practices in the field.

Physical Requirements/ Work Environment

- Capacity to undertake all the physical requirements of working within an early childhood and early education setting, including, but not limited to, lifting loads of up to 20 kg, bending, kneeling, pushing, pulling, squatting, stretching arms, trunk twisting, alternating between standing and sitting for a duration of time.
- Set up and pack away indoor and outdoor play environments, which requires moving equipment, raking the sandpit and soft fall areas, and removing articles from the sandpit and play area.
- Engage and work with children at child level, which requires kneeling and sitting on the floor.
- Supervise and support learning experiences, which requires moving with ease around the environment.
- Work with children with additional needs, which may require lifting from wheelchair.
- Carry a child where age appropriate or in an emergency.
- Perform appropriate First Aid, as required, on children.
- Maintain a safe and clean environment which may require vacuuming/sweeping/mopping floors for up to ten minutes at a time, rinsing of mop and carrying mop bucket with five centimeters water, cleaning sinks, cleaning children's sinks one meter high, cleaning children's toilets, wiping of bench tops and children's tables and chairs, and general tidying.

Reporting

- Support the ELC Director as manager of the organisation, including the provision of relevant information to ensure the service meets all regulatory and funding requirements.
- Meet regularly with the Director of ELC to report on the educational program and any issues relating to the service.

- Attend and contribute to regularly to staff meetings
- Provide necessary information, within agreed timelines, for the completion of all relevant program-related reports and data collections, as required by the approved provider.
- Report to the Director of ELC on urgent and ongoing maintenance at the service.
- Report to the Director of ELC on equipment and materials needed and purchase of approved supplies.
- Undertake other functions as delegated by the approved Director of ELC.

Skills

- Thorough understanding of the Victorian Early Years Learning and Development Framework (VEYLDF) and/or Early Years Learning Framework (EYLF) and be able to apply these in their teaching practice.
- Thorough understanding of the National Quality Standards (NQS).
- Demonstrated understanding of the purpose and expectations of the Victorian Child Safe Standards and demonstrated commitment to contributing to a child safe organisation in both practice and culture.
- Knowledge and understanding of mandatory reporting requirements.
- Sound understanding and knowledge of early childhood development and education.
- Ability to develop, document, and implement a high-quality, developmentally appropriate education program for kindergarten children, in consultation with relevant staff.
- The ability to plan, work, and manage time effectively with minimal supervision.
- Excellent interpersonal skills and an ability to communicate effectively with the approved provider, children, parents, other staff, and professionals.
- Ability to work in a cooperative, flexible, and professional manner with children, parents, staff, and approved provider.
- Well-developed leadership and self-motivation skills.
- Ability to ensure confidentiality of information.

Scope of the Position

Work-related Contacts

	Daily	Most Days	Weekly	Monthly
Students		✓		
Parents		✓		
ELC Staff	✓			
Admin /Grounds Staff				✓
Head of Primary			✓	
ELC Director		✓		
Principal / CEO			✓	
Other				

Health and Safety Responsibilities

The ELC Director has delegated managerial responsibility from the Principal/CEO and the Director of Junior School for a designated work group of employees and students within the School to:

- Ensure that the ELC's Health and Safety Policy and procedures are communicated to all employees and students and deployed within his/her area of responsibility.
- Ensure that the ELC's safety systems are implemented and compliance is regularly audited and monitored. (eg. Plans and Risk Assessments for incursions and excursions, events, incident reporting etc.)
- Ensure that health and safety is a scheduled agenda item within each team meeting.
- Ensure that all hazards which are observed, and any incidents which may occur to a child within his/her area of responsibility is reported and documented, investigated and corrective actions are implemented as identified for action.
- Ensure that Health and Safety issues are identified, controlled and planned for.
- Support OHS Area Coordinators / Health and Safety Representatives in performing their roles in relation to health and safety matters.

All Employees are responsible to:

- Take reasonable care for the Health & Safety of themselves and any person who may be affected by their acts or omissions at work.
- Cooperate with the management of Maranatha Christian School with respect to any action taken by Maranatha to comply with any legislative requirements, and comply with safety procedures and directions.
- Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health or safety.
- Inform the Principal, Business Manager, Director of Junior School and/or OHS Officer immediately of dangers and accidents and near accidents occurring at the workplace.

Child Safety

The management, conduct and discipline of students is the responsibility of the Principal/CEO. The School Board delegates to the Principal/CEO the development, implementation and oversight of all child safety policies and procedures such that they ensure the safety of all children in the School.

Maranatha Christian School is committed to child safety. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our policies and procedures. We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow. The School has a very clear Code of Conduct that all staff members must abide by. We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

Each member of staff of staff at Maranatha Christian School must be committed to preventing child abuse and identifying risks early, and removing and reducing these risks, by helping to build a culture of safety. It is essential that each staff member is familiar with and implements correctly the school's child safety policies, including the *code of conduct*, *child protection* policy, *statement of commitment*, and *mandatory reporting* policy. These may be found under policies in School's shared drive.

The School is committed to training and educating our staff and volunteers regularly on child abuse risks.