

Position Description

Kindergarten Teacher- Early Childhood Educator

Appointment:	Full-time / State school holidays as paid leave
Award Classification:	Educational (services) Teachers Award 2010 Salary based (negotiable) <i>Particulars;</i> contact and non-contact time, professional development, resource days and network days
Position Requirements:	Graduate Diploma/ Bachelor in Early Childhood or equivalent Certified Supervisor Certificate Working with Children's Check VIT Registration which must be maintained throughout time of Employment with The Eltham College Foundation Ltd. Police Check First Aid Certificate, Anaphylaxis Certificate and Asthma Certificate (all of which must be upheld throughout time of employment with The Eltham College Foundation Ltd.) Child Safe Certificate Food Handling Certificate Computer operating skills To be fully conversant with the National Education and Care Services Regulations 2011 and to assist in maintaining standards according to the requirements of the Centre's Policies and Procedures and the National Quality Framework. To be fully conversant with the Early Childhood Australia's Code of Ethics.

Duties of the Position:

1. To ensure the health, safety and wellbeing of all children under your care.
2. To implement an appropriate educational program for a specific group of children, age and stage related that demonstrates the Centre's Declaration of Intent and curriculum and is inclusive of the VELYF.
3. To document children's developmental progress and learning, apply to each child's individual Portfolio.
4. To document changes and spontaneous activities on the program.
5. Lead and contribute to the critical reflection of the room and program.
6. To contribute to the Centres Quality Improvement Plan.
7. Showcase children's works, projects and dialogue regarding the program and its activities.
8. To actively participate with the children in all activities which occur both indoors and outdoors.
9. Carry out the Centre's daily routine ensuring each individual child has attention and care as required.
10. To discuss with the Co-educators, the needs of the children under your care.
11. Maintain a welcoming, attractive, hygienic and safe indoor and outdoor physical environment.
12. Attend and contribute to staff development and communication sessions/meetings and in-service training.

13. To work as a member of a co-operative team in the implementation of program planning, parent contact and sharing duties.
14. To communicate with families about their child's development in the form of Parent/Teacher interviews held mid-year.
15. To complete a transition statement for each child in your care.
16. To liaise with local schools and community organisations to enhance the program.
17. Arrange an annual introduction session for the Kindergarten Program.
18. Arrange an annual school readiness program / external speaker for families.
19. To ensure total confidentiality is maintained in regard to all matters relating to the client, fellow employees, Centre documents and issues.
20. To follow housekeeping practices which ensure that equipment is maintained at an optimal level and the Centre is kept orderly and presentable.
21. To implement the Teaching, Learning and Curriculum in daily practice.
22. To provide a safe, happy and stimulating environment.
23. To liaise with co-workers, parents and their representatives.
24. To distribute monthly educational and room news Newsletters to families.
25. To plan and implement an induction program for new children in co-operation with parents and other staff.
26. To develop and maintain developmental electronic files for all children in your care and education.
27. To ensure all staff have knowledge about emergency procedures.
28. To ensure that Allergy and Special requirements are followed in the room for children in your care.
29. To answer telephones and relay messages or write them down and leave them on the office desk if asked to be responsible for the phone.
30. To be the nominated responsible person of the service in the absence of the Nominated Supervisor when required.
31. To be responsible for the opening and closing of the service documenting the procedures undertaken.
32. To be responsible for the completion of OH & S log/checks as required by the Centre

Organisational Relationships:

- Reports to:** Centre Director / Nominated Supervisor
- Internal Contacts:** All Centre staff in the care of the Centre
- Extent of Authority:** Authorised to take steps necessary to ensure the health, safety and wellbeing of all children under your care and educators and staff under your supervision.
- Accountability:** To ensure that you are an active participant in working as part of a team in providing a quality Centre for families to access under the Centre's policies and procedures and National and State laws.