

Position Description

Position:	Kindergarten Teacher
Incumbent:	Vacant
Key Result Area:	Community wellbeing
Classification:	Teacher Level
Award name:	Early Education Employees Agreement 2020
Employment term:	Permanent
Employment status:	Part time
Worksite location:	Walwa Early Years Learning Centre
Reports to:	Walwa Early Years Learning Centre Manager
Supervises:	Early Childhood Educator Kindergarten Assistants
Approved by:	Acting Chief Executive Officer
Date approved:	July 2023
Document type:	Position Description
Reference:	Personnel

BACKGROUND

Towong Shire Council is committed to ensuring that every child has the best start in life by participating in high quality early education and care. Our commitment is demonstrated by our extensive service provision across the municipality, inclusive of childcare, preschool (both three and four-year-old), outside of school hours care, playgroups and Outside of School Hours programs.

POSITION OBJECTIVES

- Provide a high standard educational program to meet the needs of children attending the Preschool and other childcare programs when applicable.
- Provide effective and efficient leadership, support, and coordination of the early year's educator team.
- Coordinate the Preschool program in line with relevant policies and procedures, legislative requirements, and the National Quality Framework (NQF).
- Work alongside the Centre Manager to deliver quality services for the Towong Shire.

KEY RESPONSIBILITIES

- Plan, implement and evaluate an appropriate educational program to meet the needs of local children attending the Preschool, and other childcare programs as required.
- Ensure the outcomes and reporting requirements for National Quality Framework (NQF), Early Year Learning Framework (EYLF), Victorian Early Years Learning and Development Framework (VEYLDF) and all other relevant regulations are met.
- Continuously develop and improve outcomes of the Quality Improvement Plan (QIP).

- Have an understanding of integrated practices to enhance children’s learning outcomes.
- Ensure the delivery of high quality programs and practices that provide a safe, nurturing, stimulating and engaging environment for all children of all abilities.
- Oversee student observations for the mid and end-of-year Learning Statements and to further support the annual transition statements.
- Support staff to keeping parents informed of the early years program by documenting and displaying the program, outlining the learning objectives and goals of the program and actively seeking input from parents into program development.
- Encourage and involve parents in all aspects of their child's early years education experience by encouraging and involving them in the early years programming and through the Parent Committee.
- Improve professional knowledge and skills by attending relevant training programs throughout the year, ensuring implementation of increased skills.
- Assist with managing data, enrolments and required reporting on the ACECQA Kinder Information Management system (KIM) and provide a quarterly Kinder Directors Report in accordance with the NQF.
- Prepare government departments or agency funding applications as required and ensure requirements for these funding agreements are met.

OTHER WORK REQUIREMENTS

General

- Demonstrate positive and supportive behaviour, consistent with Council’s values, towards all children, families, volunteers, staff, contractors and Councillors.
- Embrace innovation, technology and sustainability in delivering the objectives and key responsibilities of the role.
- Continually improve the quality of service and operating systems of our services.
- Maintain confidentiality when performing the duties of the position and in liaising with internal officers, outside organisations, and customers.
- Create and capture full and accurate records of your work-related decisions and activities in Towong’s Corporate Management System.

Community Engagement & Customer Care

- Provide a high level of customer service consistent with Council values.
- Promote the service within the community so that its aims and objectives are clearly understood.
- Work with the Centre Manager to coordinate community connectivity and learning opportunities that meet the requirements of the QIP.

Emergency Management

- Observe and contribute to the Emergency Management Plan utilising the Department of Education and Training template and guidelines.

- Actively participate in and contribute to Council's Emergency Management processes, training and response as outlined in the Municipal Emergency Management Plan.

Risk Management

- Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level.
- Ensure compliance with the Information Privacy Act 2000 and treat all information of a sensitive nature concerning the business of Council, Ratepayers or Residents in a professional and confidential manner.

Occupational Health and Safety

- Ensure Council's Occupational Health and Safety Policy and Procedures are observed and complied with at a personal level.
- Ensure that no actions taken by the officer interfere with or place at risk the health and safety of any person at the workplace.

Other

- Fulfill any other duties as directed by the Centre Manager or Co-ordinator Early Years Services that are reasonably within the limits of the employee's skills, competence and training.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Under the guidance of the Centre Manager or Coordinator Early Years Services, authority is within the constraints of clear objectives and budgets.
- Support the team within the standards of the National Quality Framework and aim for excellence.
- Make recommendations to Centre Manager on policies and procedures.
- Make recommendations regarding children's progress and any additional resources required for a child and action as directed.

JUDGMENT AND DECISION-MAKING SKILLS

- A high level of judgment and decision making is required within the accountability and extent of authority of the position.
- Problem solving may sometimes be complex with a need for creativity and originality.
- Guidance and advice would usually be available within time to make a decision.

MANAGEMENT SKILLS

- Provide supervision to support a teamwork ethos through the support of staff, students and volunteers within the Centre and active participation in regular staff meetings.
- Supervise and guide employees under supervision to ensure that the educational program is properly implemented and where required provide employees under supervision with on-the-job training and guidance.
- Ability to manage one's own work, time and priorities to achieve specific and set objectives in the most efficient way possible within the time and resources available and seek workload

management support when required.

- Understand risk, compliance and quality assurance and report issues that do not meet organisational and legal requirements.
- Maintain staff records and training attendance.
- The ability to use initiative to make suggestions related to improvements of the operation of the Early Years Learning Centre and contribute to the future direction of the service through recommendations to the Centre Manager on opportunities for improvement.

INTERPERSONAL SKILLS

- Excellent written and oral skills.
- Ability to work as a team member and maintain effective communication with staff.
- Ability to communicate within all levels of Council, community and external sources as required.

SPECIALIST SKILLS AND KNOWLEDGE

- Conceptual and organisational skills and knowledge to develop and deliver appropriate educational programs and teaching methods that align with the NQF, EYLF and VEYLDF and enable intentional learning programs to be prepared for the teaching sessions.
- Practical teaching skills and knowledge which enable kindergarten and childcare children to learn as effectively as possible and in accordance with their ability.
- Sound knowledge of current child development and the planning and assessment of children aged 3-6 years.
- Ability to operate planning, organising and teaching aids.
- Sound knowledge of local community services, programs and services relevant to young children and families.
- Excellent understanding of policies, principles and regulations relevant to the provision of the service.
- Sound administration skills including proficiency with working within relevant software, including the OWNA program.

QUALIFICATION AND EXPERIENCE

- Bachelor of Teaching (Early Childhood) or Bachelor Early Childhood Education with experience and proven ability in teaching pre-school environment that aligns with the NQF and VEYLDF.
- Experience working in a Preschool setting.
- Experience delivering early years training programs to support continuous improvement.
- Experience working in early years open plan and transitional staffing setting (preferable).
- Experience in a supervisory or leadership position (preferable).
- Satisfactory Police and Working with Children Check.

SELECTION CRITERIA

1. Bachelor of Teaching (Early Childhood) or Bachelor Early Childhood Education with experience and proven ability of working within a Preschool environment that aligns with the NQF and VEYLDF.
2. Excellent understanding of and ability to apply and adopt, relevant policies, standards and regulations, into the teaching program.
3. Sound knowledge of the issues and needs that affect young children and their families, and experience in applying strategies to support inclusive practice and positive outcomes for children.
4. Experience in providing a positive team culture through leadership and staff management.
5. Strong organisational skills and the ability to prioritise work.
6. Excellent oral and written communication skills.

PHYSICAL WORKING CONDITIONS

Posture/Activity	Frequency			
	Not required or rarely required	Occasional <30% of the workday	Frequent 31%-65% of the workday	Frequent 31%-65% of the workday
Sit		X		
Stand/Walk			X	
Bend			X	
Squat			X	
Kneel			X	
Reach above shoulder		X		
Use arms/hands				X
Lift – sedentary (0-4.5kg)			X	
Lift – light (<9kg)		X		
Lift – medium (9kg – 22kg)		X		
Lift – heavy (>22kg)	X			
Neck movement				X
Other				
Drive or operate vehicles/plant	X			
Environment				
Working Outdoors			X	

Approval

This position description has been approved by the Chief Executive Officer.



Rachel Gadd

Acting Chief Executive Officer

Date: 28 July 2023

Acceptance of position description

I,, have read and accept the conditions of the Position Description outlined above and agree to abide by Towong Shire Council policies and procedures.

I understand that any information I have given in my application for employment, or any statement found to be deliberately misleading, or any information that has been omitted will make me liable for dismissal.

Signature:

Date: