

**YARRIAMBIACK SHIRE COUNCIL
POSITION DESCRIPTION**

KINDERGARTEN TEACHER

1 POSITION IDENTIFICATION

POSITION:	Kindergarten Teacher (Part Time)
DEPARTMENT:	Community Services
LOCATION:	Minyip
DAYS PER FORTNIGHT:	5 days
APPROVED BY:	Chief Executive Officer
DATE APPROVED:	May 2019

2 POSITION OBJECTIVE

- To develop and provide a high quality, developmentally appropriate, educational program for the children for whom the Teacher is directly responsible. This program is to be developed in consultation with the Parent Advisory Group and the parents of children attending and be responsive to the needs of the community.
- To provide educational leadership while working as a member of a collaborative team in order to provide a responsive and developmentally appropriate educational program.
- To operate in a professional manner at all times to ensure that the Kindergarten meet the requirements of the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011.

3 RESPONSIBILITIES AND DUTIES

General Responsibilities

- To be responsible to Council for the day to day operation of the Kindergarten which includes children, their parents, the program, the direction of Assistants, and relevant administration.
- To undertake all responsibilities associated with being a Nominated Supervisor and act within the requirements of that position. (*If appointed as the Nominated Supervisor*).
- To act in accordance with the authority delegated by Yarriambiack Shire Council in dealing with situations of an urgent nature, that requires immediate action, in order for the Kindergarten to comply with the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011.

- To operate within the requirements of the Kindergarten's policies and procedures as well as funding and regulatory requirements.
- To operate within the limits of any budget allocation.
- To be actively involved in any quality assurance program of the Kindergarten.
- To participate in the development of the enrolment procedures in conjunction with the Council and Parent Advisory Group.
- To respect the confidentiality of information relating to parents and children and to comply with the Council's Privacy Policy.
- To complete, within the required time lines, all relevant reports and data collections required by the Council for Department of Education & Training.

4. SPECIFIC RESPONSIBILITIES

4.1 Children

- To develop, in consultation with parents and educators, an educational program, which, is 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 centre policies, the needs of the community and be culturally appropriate.
- To display the educational program, updating at a minimum every fortnight.
- To develop, record and maintain specific objectives for individual children based on the regular written observation across all aspects of each child's development and to share this information with parents when requested by parents or where appropriate to do so.
- To link specific objectives for individual children into the program plan.
- To provide a healthy, safe and welcoming environment and ensure that children for whom the position is responsible are supervised at all times.
- To discuss with relevant Kindergarten staff the needs of families and children attending the groups so they can carry out their duties effectively.

4.2 Parents

- To actively encourage parent involvement in developing and implementing the program at the Kindergarten.
- To provide regular information on the program, the operation of the Kindergarten and child development for parents in the form of newsletters, posters and notices.
- To communicate with parents on their child's development and progress at the Kindergarten.
- To ensure that new families are appropriately welcomed, enrolled and orientated to the centre.

4.3 Staff

- To be responsible for the day to day supervision of staff and volunteers performing duties related to the group/s for which the position is directly responsible.
- To hold or attend regular site meetings, to facilitate effective communication, internal staff development and discussion on management and programming for the Kindergarten.
- To provide leadership while working as a member of a co-operative team and encourage site staff who are involved in the program to contribute to the planning and implementation of the developmentally appropriate educational program.
- To share the housekeeping tasks of preparation, hygiene, safety and packing away related to the program, with other staff.
- To work co-operatively with the Yarriambiack Shire and Parent Advisory Group and all site staff to ensure the Kindergarten operates in a safe work environment and that staff follow safe work practices.
- To participate in an annual performance development review process.
- To keep abreast of current children's services issues and to liaise with relevant early childhood services and other professional services and organisations within the community.
- Assist with the orientation of new staff.

4.4 Parent Advisory Group

- To attend where possible Parent Advisory Group meetings to provide advice and support to the Group and report on the educational program.
- To report to the Council and Parent Advisory Group on both urgent and ongoing maintenance that is required and when this maintenance has been carried out.
- To report to the Parent Advisory Group on equipment and materials needed and purchase approved supplies.

5. ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The Teacher is directly accountable to the Yarriambiack Shire Council.
- The Teacher has the authority to take such action as is necessary to ensure the health and safety of children and their families are maintained within the Kindergarten and on approved activities outside the Kindergarten.
- The Teacher is responsible for making recommendations to the Council and Parent Advisory Group on matters relevant to the educational program of the Kindergarten.

6. SPECIALIST SKILLS AND KNOWLEDGE

- A sound understanding and knowledge of early childhood development and education.
- The ability to develop, document, implement and evaluate a developmentally appropriate education program for Kindergarten aged children is essential, with parent involvement being highly desirable.
- An understanding of the underlying principles in early childhood education as distinct from the practices.
- Knowledge of children's behaviour guidance strategies.
- Ability to implement flexible approach to the delivery of programs.
- Ability to plan, work and manage time effectively without direct supervision.

7. INTERPERSONAL SKILLS

- Excellent interpersonal skills and an ability to communicate effectively with the Council and Parent Advisory Group, parents, other staff and professionals.
- Well developed leadership and self motivation skills.
- An ability to ensure confidentiality of information and to comply with the Council's Privacy Policy.

8. ESSENTIAL REQUIREMENTS

- Teacher's must hold qualifications suitable for a qualified staff member and Teacher under the Education and Care Services National Regulations 2011.
- Teachers must be fit and proper persons and be registered by the approved provider as appropriate, in the position of the nominated supervisor under the Education and Care Services National Regulations 2011.
- Compulsory to be registered with the Victorian Institute of Teaching as an early years teacher.
- To hold an appropriate first aid training certificate, which complies with the requirements of the Education and Care Services National Regulations 2012. This must be kept current at all times.
- Must be willing to take on the roles and responsibilities of the position of Nominated Supervisor and Educational Leader if required under the Education and Care Services National Regulations 2011.

KEY SELECTION CRITERIA

- Demonstrated understanding and knowledge of the Victorian Early Years Learning and Development Framework (VEYLDF), the National Quality Standards and other relevant legislation governing the operation of a children's service.
- Demonstrated experience in developing, documenting, critically reflecting, evaluating and implementing a high quality, developmentally appropriate educational program for Kindergarten children.
- Demonstrated ability to deliver safe and inclusive programs where all children are protected and promoted.
- Demonstrated knowledge and understanding of contemporary practice relating to inclusion of vulnerable children, children who are Aboriginal or from culturally and/or linguistically diverse backgrounds or have a disability.
- Demonstrated ability to plan, work and manage time effectively with minimal supervision.
- Demonstrated ability in communicating effectively with management, parents including parent advisory groups, staff and professionals.
- Well-developed leadership skills with the ability to plan and organise one's own work and that of other staff so as to achieve specific objectives in a timely manner.
- A comprehensive knowledge of the current Education and Care Services National Regulations (2011) and the Education and Care Services National Law Act (2010).
- Knowledge and understanding of the Child Safe Standards.

9. RISK & OHS MANAGEMENT / STAFF AUTHORITY & RESPONSIBILITIES

The following authorities and responsibilities are assigned to the levels of management and staff as shown and are based on those in the Occupational Health & Safety Act 2004.

9.1 Supervisors and Deputy Supervisors (Depot/Works Sites, Home Care/Community Services, Administration & Early Years Employees).

- Foster a top down risk and safety cultural approach from Supervisors and Deputy Supervisors whereby this culture becomes a core value of Council.
- Ensure all appropriate actions are taken to implement Risk / OHS Management policies and procedures and that the organisation complies with OHS Legislation.
- Visually monitor and report risk and safety management issues to the relevant employees, contractor and volunteers to address. Rectify risk and safety issues to make the worksite safe. Notify the Safety Officer of the issue for any follow up and recording on the Councils Risk Register.
- Monitor risk management performance within your area of responsibility.
- Attend Risk and OHS compliance training as directed.
- Visibly show a pro active commitment to Risk and OHS Management through participation in formal and informal discussions, workplace visits and hazard inspections, etc.
- Ensure asset related damage, hazard or potential hazards are immediately reported to your manager.
- Be an active member if requested of the Risk and OHS Committee.
- In conjunction with OH&S Officer, investigate and review all incidents / hazards and near miss reports from council employees, contractors, volunteers and the general public. Constructively action and implement control measures. Sign off on the appropriate Incident Notification Report Form and Hazard Identification and / Property Damage Report Forms.
- Ensure liaison with employee health and safety representatives, particularly on any workplace changes which have an OHS component.
- Initiate actions to improve Risk and OHS Management within your area of responsibility.
- Visually and actively monitor the workplace/Worksite or Contractor to determine presence of hazards and take appropriate action to rectify any hazards found. Notify Management or the Safety Officer if the need arises.
- Ensure all employees are inducted prior to commencing employment and that they receive regular training as required.

- Facilitate the rehabilitation of any injured employee.

Council Assets Responsibilities

Take reasonable care of any council property or assets that you may use, have access to, or have overall management and responsibility for. This is inclusive of items documented in Council's Assets Building Listing but also relates to other Council owned assets. Record and report any damage or potential for damage, to property or assets that you may use, have access to, or have overall responsibility for. This may include risks such as accidental fire, arson, storm, flood or security.

10. ORGANISATIONAL RELATIONSHIP

Reports to: General Manager Community Services & Development

Supervises: Assistant, Vounteers

Internal Liaisons: Other Council staff – MCH Nurses
Parent Advisory Group
Parents and Volunteers

External Liaisons: Adviser, Childrens Services, Department of Education & Training, Schools, Other teachers and community groups
Special Children's Services

11. PERSONAL VALUES AND ATTITUDES

- Committed to excellence in the education of children.
- Prepared to implement and control change.
- Self motivated and persistent in pursuit of quality education.
- Committed to self-development.
- Prepared to take responsibility.
- High level of integrity.
- Tolerant of others and prepared to work as a team.

12. QUALIFICATIONS AND EXPERIENCE

- Preference will be given to applicants who have Bachelor of Early Childhood studies, Diplomas of Teaching (Early Childhood) or its equivalent, and be registered with the Victorian Institute of Teaching.
- Preferably (but not essential), experience in teaching Kindergarten or primary school children.
- Experience in working with parent groups.
- Hold a current National Police check (which is less than six months old at the time of appointment).

This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described and outlined in this document. All staff are expected to demonstrate behaviours that align with Yarriambiack Shire Council core values and Employee Code of Conduct.

Employee Declaration

I AGREE THIS POSITION DESCRIPTION REFLECTS MY CURRENT DUTIES AND RESPONSIBILITIES.

Signed

Date :