

POSITION DESCRIPTION

Early Childhood Teacher

Position Title:	Early Childhood Teacher
Reports to:	Director of the Early Learning Centre
Department:	Junior School
Campus:	Traralgon

The following Position Description is intended to give prospective applicants an overview of the intended position only. It is not intended to be an exhaustive summary of tasks and duties. It is expected that specific tasks and functions will change from time to time in line with School's operational structures and programs.

About the Early Learning Centre Program

St Paul's Anglican Grammar community values the special characteristics of children in the pre-school years which focuses on a sense of wellbeing and belonging, acknowledges the importance of relationships, recognises 'play' is central and provides enabling hands-on experiences.

The curriculum is formed through coordinating our long-term objectives with our daily observations of individual children using the Early Years Learning and Assessment tool kit and the group as a whole. We plan activities based on these observations and discussions between staff and then implement and evaluate these activities in accordance with the Victorian Early Years Learning Framework.

Primary Purpose

Do you have a passion for Nature Pedagogy. The Early Childhood Teacher is responsible for the design and interpretation of a Kindergarten program in the service and off site in a Nature program. These programs operate within the Victorian Early Years Learning and Development Framework and are underpinned by a sound knowledge of child development and learning theories. The positive promotion of the St Paul's Ethos and Values and the delivery of quality programs will be fundamental to this position.

It is the responsibility of the Early Childhood Teacher to communicate with the community of St Paul's Early Learning Centre, in relation to any concerns or matters relating to the children, program or environment. The Teacher will also be expected to promote and publicise Early Learning Centre special events, contribute to Open Mornings and information sessions and identify any opportunities to further attract enrolments to the School.

The person will:

- Display a supportive and respectful attitude to our St Paul's Community.
- Demonstrate best practice in developing children's thinking.
- Foster an environment that empowers children to convey their understandings through the many forms of expression.
- Encourage an ethos of collaboration and teamwork amongst the children, the staff and the parents.
- Ensure appropriate documentation is provided in regard to developing curriculum, assessment and making learning visible to parents and the community.
- Display the value of the greater St Paul's Nature Kinder.

Major Duties and Responsibilities:

1. Students

- Develop and implement a dynamic and effective Kindergarten program for ELC students
- Participate in the Early Years Learning and Assessment Tool - observe, assess, and document each child's progress.
- Evaluate the kindergarten program offered to the children in consultation with parents and other team members
- Ensure that all legislated standards are adhered to in accordance with relevant regulatory bodies
- Welcome new families to the ELC
- Liaise with Junior School staff in the areas of Performing Arts, Visual Art, PE, Christian Studies and the Library in providing and documenting quality meaningful experiences
- Check tidiness of grounds and security of students
- Arrange transition for students into the ELC
- Contribute to the well-being of every student
- Ensure active, effective and efficient supervision and the safety of all children
- Create and/or monitor the development of ELC students' personal portfolios
- Prepare students for transition from ELC to Prep
- Liaise closely with the Pre School Field Officer or other appropriate services when a 'child at risk' has been identified
- Monitor and practice appropriate safety and health procedures in line with the Children's Services Act 1996 and other relevant requirements
- Monitor students' uniform and appearance

2. Parents

- Foster positive relationships with parents, accept and respect diversity
- Be available to support tours of the ELC for interested parents as required
- Provide an opportunity for parent/teacher interviews throughout the year
- Interpret the Kindergarten program to families and provide regular feedback to parents as to their child's development
- Manage parent concerns and enquiries
- Attend and promote parent functions relevant to the ELC or Junior School
- Keep ELC parents informed of events (in writing or by speaking at functions)
- Ensure present and future ELC parents are informed on all relevant matters
- Encourage parental involvement in ELC/School life
- Ensure all parent volunteers meet the current working with children registration requirements

3. Staff

- To facilitate the development of a co-operative team. Offer Guidance and direction to all Educators.
- Ensure effective communication occurs with all staff
- Work with other teachers on the transition of students from the ELC to Prep
- Ability to identify and utilise people's strengths and build constructive and productive relationships
- Ability to work cooperatively within a team environment to share information and resources and develop programs.
- Attend local Kinder to School Transition Network meetings
- Ensure that all staff are aware of all School policies, procedures and codes of conduct
- Consult with staff who are not meeting performance expectations and counsel appropriately
- Escalate any staff performance issues to Director of Early Learning Centre and Human Resources Manager as required

4. Promotion and Publicity

- Attend special events as required
- Assist and be actively involved with "Information Sessions" and "Open Days"
- Speak at both internal and external School events as required ie; orientation, information and transition sessions

5. General

- Actively support and promote the ethos and values of the School, as expressed in the School's Mission and Values Statement.
- Have a commitment to learning and personal professional development
- Attend appropriate seminars and courses and professional development sessions
- Other duties as requested by the Director of Early Learning and the Head of Junior School

6. Child Protection

St Paul's Anglican Grammar School takes the issue of Child Protection very seriously. The following is an outline of the responsibilities for Teachers at the School with regard to Child Protection.

- Teachers are responsible for understanding and applying the School's child safety policies and procedures including identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting including mandatory reporting, and complying with the School's staff student boundaries.
- Teachers must also be aware of issues relating to Aboriginal, cultural and linguistic diversity or disability, among students with whom they will have direct contact, and in addressing child protection teaching and disclosures.
- Teachers must complete the St Paul's Anglican Grammar School Child Protection Training within the first two weeks of employment at the School.

7. Occupational Health & Safety

All employees are responsible for their own safety behaviour and adherence to safe work practices is a condition of employment. Employees are required to observe all safety regulations and procedures.

All employees are responsible for:

- Carrying out their duties in a manner which does not adversely affect their own health and safety or that of others.
- Cooperating with measures introduced in the interested of workplace health and safety
- Undertaking any training provided in relations to OH&S
- Immediately reporting all matters which may affect workplace health and safety to the OH&S manager, Head of School or Maintenance Manager.
- Correctly using any information, training, personal protective equipment and safety devices provided.
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Undertaking only those tasks for which they have authorisation and / or the necessary training and for which all necessary safety arrangements are in place.

Key Contacts

Internal

Head of Junior School
Director of Early Learning Centre
Principal
Deputy Principal
Head of Admissions
ELC & Junior School Staff
Students
Parents

External

Regulatory bodies
ACECQA
ISV
Department of Education and Training
Other educational institutions
Educational associations

Qualifications

- Early Childhood Teaching Qualification approved by ACECQA (Essential)
- Registered with the Victorian Institute of Teachers (VIT)
- Level II First Aid – including Anaphylaxis and Asthma Management (Asthma in Childcare) approved by DEECD for Early Childhood Settings (or the ability to obtain this)

Child Safety Statement

St Paul's is a child safe employer and is committed to the welfare of children and their protection. The School has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the School's Child Safe Policy and Code of Conduct. St Paul's performs thorough assessments of potential and existing employees in accordance with this policy. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks, Working with Children Checks and checks of social media accounts.

St Paul's has zero tolerance of racism and it is an expectation that staff and volunteers will act on incidents of racism. It is also an expectation of the School that all staff and volunteers will support children to express their culture and enjoy their cultural rights.

St Paul's is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Intellectual Rights

In accepting this offer of employment, you:

- presently assign to the School all existing and future Intellectual Property Rights (defined below) in all inventions, models, designs, drawings, plans, software, reports, proposals and other materials created, generated or developed by you (whether alone or with the School or with other employees, agents or contractors of the School), during the hours of work or otherwise, for use by the School;
- acknowledge that by virtue of this paragraph all such existing rights are vested in the School, and, on their creation, all such future rights will vest in the School;
- agree that you will do all things reasonably requested by the School to enable it to assure further the Intellectual Property Rights assigned under this contract of employment;
- agree that you will not use, copy or reproduce any of the intellectual property of the School other than for the purpose of your employment or as approved in writing by the School;
- voluntarily and unconditionally consent to all or any acts or omissions by the School (or persons authorised by the School) in relation to any and all works made by you (whether before or after this consent is given) during your employment which would otherwise infringe your Moral Rights.

Intellectual Property Rights: all intellectual property rights including, without limitation, patents, significant copyright works, registered designs, trademarks (both registered and unregistered), business and trading names, and the right to have confidential information kept confidential.

Moral Rights: in relation to any copyright works that you may author in the course of your employment with the School, the right of attribution, the right to prevent false attribution, and the right of integrity.

Information for Applicants

St Paul's Anglican Grammar School is a multi-campus Independent School with campuses located in Warragul, Traralgon and Drouin in West Gippsland.

The Warragul campus is approximately 100kms from Melbourne, Drouin Campus 90kms and the Traralgon Campus 175kms.

The School has approximately 1700 students and 340 staff across all locations.

The AITSL National Professional Standards for Teachers serve as a guide for our expectations for our School Leaders and teachers. Staff are expected to demonstrate strong ICT skills in teaching, communication and administration.

Staff at St Paul's Anglican Grammar School are expected to support the Anglican ethos of the School and be actively involved in school life including **co- curricular activities**.

We pride ourselves on the quality of teaching and learning at St Paul's. All teachers are involved in Professional Learning Programs (PLP), working together in small groups to enhance their students' learning outcomes whilst knowledge sharing. Staff are encouraged to attend external and internal Professional Development to enhance their teaching.

St Paul's has an Enterprise Bargaining Agreement which includes conditions of employment for teaching and non-teaching staff.

Detailed information about St Paul's can be found on other parts of our website.

Applications

Electronic lodgment of applications is preferred.

Applications should include a cover letter, resume, the details of two referees and be addressed to:

Ms Ann Wilson
Human Resources Manager
hr@stpaulsaqs.vic.edu.au

For a confidential discussion regarding a position please contact Ann on (03) 5623 5833. Thank you for your interest in employment at St Paul's Anglican Grammar School.