

## POSITION DESCRIPTION

Sandhurst Catholic Early Child Education & Care Ltd

<b>POSITION TITLE:</b>	<b>Early Childhood Teacher</b>
<b>REMUNERATION SCALE:</b>	As per Letter of Appointment
<b>REPORTS TO:</b>	Early Learning Centre Director
<b>FULL TIME EQUIVALENT:</b>	As per Letter of Appointment
<b>LOCATION:</b>	St Mel's Kindergarten or Assisi Kindergarten
<b>AUTHORISED BY:</b>	Chief Executive Officer of Catholic Education Sandhurst Ltd
<b>DATE:</b>	May 2022

### Primary Objectives

The primary purpose of this position is to develop and provide a high-quality educational program based on the Early years Learning Framework and the Victorian Early Years Learning and Developmental Framework for the children of Sandhurst Catholic Early Childhood Education and Care Ltd. in consultation with the SCECECE Approved Provider and the parents of children attending the service.

The incumbent will work closely with the Early Learning Centre Director, the Educational Leader and further provide support and educational leadership to the Early childhood Education and Care staff while working as a member of a collaborative service team. They will operate in a professional manner at all times and ensure that the service meets the requirements of the Department of Education and Training (DET) Kindergarten Funding Guide; Education and Care Services National Law (National Law); Education and Care Services National Regulations (Regulations) and functions in line with approved policies, procedures and the Quality Improvement Plan of *Your Company Name*.

### Organisation Environment

Sandhurst Catholic Early Childhood Education and Care Ltd. (SCECE&C Ltd) is a newly established entity responsible for two (2) Early Childhood Education and Care Centres managed through the Early Childhood Education and Care Unit. SCECE&C are an incorporated company constituted by the Bishop of Sandhurst and is a subsidiary company of Catholic Education Sandhurst Limited (CES Ltd), who is its Member, and it is governed by an independent Board of Directors.

SCECE&C Ltd's Vision is to create high quality environments which are authentically Catholic, where each child and family is accompanied on their journey of development, supported by the pastoral ministry of our Church as embodied in our Sandhurst communities.

## The Early Childhood Education and Care Unit

The Early Childhood Education and Care Unit acts as the management arm of SCECE&C Ltd and has the responsibility for the organisational, administrative, support and service matters related to Early Childhood Education and Care settings within the Catholic Diocese of Sandhurst.

## Statement of Commitment to Child Safety

We are committed to child safety. We want children to be safe, happy and empowered and have zero tolerance of child abuse. We understand our legal and moral obligations to treat all concerns seriously and to report allegations and concerns about a child/ren's safety and wellbeing to authorities.

We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

## Responsibilities and duties

### General responsibilities

- Be responsible to Sandhurst Catholic Early Childhood Education and Care Ltd. (employer) for the development and delivery of the programs for which they are responsible.
- Undertake all responsibilities and activities associated with being a Nominated Supervisor or Responsible Person In Charge, (if appointed) and act within the requirements of that position, the *National Law and Regulations*.
- Act in accordance with the authority delegated by the employer in dealing with situations of an urgent nature requiring immediate action, ensuring compliance with the Act and the Regulations.
- Operate within the requirements of the service's policies and procedures, as well as funding and regulatory requirements.
- Operate within the limits of the service budget allocation and financial policies and procedures of the service.
- Be actively involved in the development and implementation of the Quality Improvement Plan of the service.
- Encourage enrolments and provide relevant written information and referrals in accordance with the enrolment policy and procedures, as specified by the employer.
- Respect the confidentiality of information relating to parents and children, and comply with the service's privacy policy.

- Work in accordance with the standards outlined in the Early Childhood Australia (ECA) Code of Ethics, the Victorian Institute (VIT) Code of conduct and *Your Company Name's* Code of Conduct and Child Safety Code of Conduct.
- Other duties as directed by employer from time-to-time.

## Specific responsibilities

### Children

- Develop, in consultation with parents, educators and educational leader, an educational program that is culturally respectful, inclusive of all abilities and 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 policies, the needs of the community, and be culturally appropriate.
- Develop an educational program that assesses or evaluates each child's learning and development as part of an ongoing cycle of observation, analysing learning, documentation, planning, implementation and reflection.
- Display the educational program, updated every fortnight at a minimum.
- Develop, record and maintain specific objectives for individual children based on regular written observations across all aspects of the child's development and share this information with parents as appropriate.
- Develop a program that includes strategies and experiences for individual children (based on their goals), experiences to support achievement of group goals, extend emerging strengths, abilities and interests, that follow up on input from families and are relevant to community events.
- Complete Transition Statements in accordance with funding requirements for children enrolled in the four-year-old kindergarten program.
- Provide a safe, healthy, and welcoming environment and ensure that children are supervised at all times.
- Discuss with relevant service staff, such as other educators working with the Early Childhood teacher, the educational program, needs of families and children attending the service so that they can carry out their duties effectively.

### Parents

- Actively encourage parental involvement in developing and implementing the program at the service.
- Provide regular information about the program, the operation of the service and child development for parents in the form of newsletters, posters and notices.
- Communicate with parents on their child's development and progress at the service.
- Ensure that new families are appropriately enrolled and orientated at the service.

## **Staff**

- Be responsible for the day-to-day supervision of employees performing duties related to the group/s for which the position is directly responsible.
- Hold or attend regular staff meetings, within paid time, to facilitate effective communication, internal staff development and discussion on management and programming for the service. The frequency of staff meetings will be determined by the committee of management (employer), following consultation with the staff.
- Provide leadership while working as a member of a cooperative team and encourage educators who are involved in the program to contribute to the planning and implementation of the educational program.
- Share housekeeping tasks of preparation, packing up, hygiene, and safety related to the program, with other staff.
- Work cooperatively with the employer and all staff to ensure the service operates in a safe work environment and that employees adhere to all service OHS safety procedures.
- Participate in an annual performance review and development process.
- Keep abreast of 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.
- Comply with the professional development requirements for maintaining VIT registration or as requested by the employer.
- Assist with the induction of new staff.
- Ensure Child Safe Standards are adhered to at all times.

## **Sandhurst Catholic Early Childhood Education and Care Limited (employer)**

- Work in a cooperative manner with the employer, ensuring open communication on all issues pertaining to employment, management, finances, program and regulatory requirements of the service.
- Support the management of the service, including the provision of relevant information to ensure the service meets all regulatory and funding requirements.
- Attend and contribute to regular meetings as required by the employer.
- Provide necessary information, within agreed timelines, for the completion of all relevant program related reports and data collections as required by the employer.

## **Accountability and extent of authority**

- The early childhood teacher is directly accountable to the Early Learning Centre Director and the Chief Early Childhood Officer as a delegate of Sandhurst Catholic Early Childhood Education and Care as the employer.

- The early childhood teacher has the authority to take such action as is necessary to ensure that the safety and wellbeing of children and their families are maintained within the service and on approved activities outside the service
- The early childhood teacher is responsible for making recommendations to the employer on matters relevant to the educational program and its impact on the operation of the service

## Essential skills and competencies

### Specialist skills and knowledge

- Have a sound understanding and knowledge of contemporary early childhood development and education.
- Have a sound understanding and knowledge of legislation, regulations and standards, including Child Safe Standards governing the operation of children's services.
- Ability to develop, document and implement a high quality, developmentally appropriate education program for kindergarten children in consultation with relevant stakeholders.
- The ability to plan, work and manage time effectively with minimal supervision.

### Interpersonal skills

- Excellent interpersonal skills and an ability to communicate effectively with children, the employer, parents, other staff and professionals.
- Ability to work in a cooperative, flexible and professional manner with children, parents, staff and the employer.
- Well-developed leadership and self-motivation skills.
- Ability to ensure confidentiality of information.

### Essential Requirements

- Qualifications suitable for an early childhood teacher under the Education and Care Services National Law, Education and Care Services National Regulations and the DET Kindergarten Funding Guide.
- Be registered as an Early Childhood Teacher with the Victorian Institute of Teaching, and continue to renew/maintain the registration during the course of employment.
- 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.
- Hold a current
  - approved first aid qualification,
  - approved anaphylaxis management qualification and
  - approved emergency asthma management qualification, in accordance with the *Education and Care Services National Regulations* and service policies.