

EARLY CHILDHOOD TEACHER POSITION DESCRIPTION

Job Title:	Early Childhood Teacher
Reports to:	Early Childhood Managers, Education Leaders, Teacher in Charge (if applicable) and CEO
Award:	In accordance with the relevant award as determined in letter of appointment.
Probationary Period:	6 months (CSA) 3 months (VECTEA)

PURPOSE OF THE ROLE:

As an Early Childhood Teacher, you are expected to lead, guide and support the Service to provide high quality Early Childhood Education and Care to the community.

Goulburn Region Pre-School Association (GRPSA)

GRPSA provides Early Years Management services to rural and regional Early Childhood Services in the Goulburn Region. The Goulburn Region covers an area of approximately 1200km² in Victoria's north central corridor. The region runs from Yarrawonga in the North East, to Barmah in the North West, Colbinabbin in the South West, Avenel in the South and Euroa in the South East.

VISION STATEMENT

GRPSA will ensure the provision of quality early childhood educational programs in rural and regional Victoria with a primary focus on kindergarten programs.

MISSION STATEMENT

GRPSA will deliver high quality early childhood services where:

- **Staff are** valued, enthusiastic, professional and strive to continuously improve their practice.
- **Children are** actively engaged in programs that support them in their educational journey.
- **Communities and Families** are encouraged and welcome to be actively involved in the early childhood services.

VALUES

- Inclusion
- Respect
- Open Communication
- Continuous Improvement
- Advocacy
- Sustainability

GRPSA EXPECTATIONS

All GRPSA employees are expected to:

- Adhere to and apply the GRPSA Code of Conduct.
- Adhere to and apply the GRPSA Philosophy, incorporating the vision, mission, and core values.

COMMITMENT TO CHILD SAFETY

Goulburn Region Preschool Association Inc. is committed to excellence in early childhood to ensure the safety and wellbeing of children.

GRPSA has zero tolerance for child abuse and is committed to children's best interests, wellbeing and keeping them safe.

GRPSA actively strives to listen to and empower children in the organisation.

We value diversity and do not tolerate any discriminatory practices.

QUALITIES OF TEACHER:

- An interest in early childhood curriculum and research.
- Strong ability to build strong and secure relationships with children.
- An ability to build and maintain relationships with colleagues.
- Knowledge of children and their learning styles.
- Strong verbal and non-verbal communication skills.
- Ability to develop strong relationships with families and the wider community.
- Desire to contribute to the development and implementation of the Vision, Mission and Values of Goulburn Region Preschool Assoc.

KEY SELECTION CRITERIA:

- Appropriate tertiary qualification as stipulated by the Department of Education and Training (DET) Victoria to be provided to GRPSA, or qualifications deemed appropriate by the ACECQA. Current VIT must be provided to GRPSA.
- Excellent or Comprehensive theoretical and working knowledge of early childhood development and best practice educational programming methodology.
- Ability to use the cycle of planning to provide positive outcomes for children according to the relevant framework and to communicate children's learning effectively.
- Ability to provide a detailed, relevant, dynamic, inclusive and responsive appropriate educational program catering for all children (3-6 years of age) in collaboration with families and specialist service providers.
- Excellent working knowledge of the Education & Care Services National Law 2010 and Regulations 2011, Privacy Act 2001, and Preschool funding requirements.
- Knowledge of the Food Act 1984, its relevance to children's services programs and the necessary work practice requirements.
- Ability to understand and implement service policies and procedures covering all requirements of an educational program.
- Understanding of the role of the Parent and Friends Advisory Group.
- Excellent oral and written communication and interpersonal skills in order to communicate effectively with colleagues, parents and other professionals.
- Effective administrative, computer and time management skills.
- Must be a self-motivated and autonomous worker.
- Ability to work within an allocated centre budget.
- Understanding of the Assessment and Rating process, including the ongoing development of a centre QIP.
- Ability to work positively as a leader whilst participating as a team member of a cooperative team.

MAIN DUTIES AND RESPONSIBILITIES:

- Teaching is a complex process to which a number of factors contribute, including but not limited to;
- Face-to-face teaching
- Building strong, reciprocal relationships with children, building on their individual needs and interests to support their knowledge and learning.
- Preparation, planning, assessment and observations, student supervision, reporting, organisational duties
- Implementation of the National Law, National Regulations, education initiatives, learning frameworks and funding guidelines
- Groups size, ability demands and behaviour of children, available resources and facilities
- Mentoring of pre-service teachers, teachers and educators
- It is recognised that the allocation of teacher work, including the teaching and non-teaching duties, will be determined by the employer

In addition to face-to-face teaching, teachers will be required to undertake a range of other duties. These duties may include, but are not limited to;

- Planning, preparation, assessment and documentation
- Building, managing and maintaining collaborative partnerships with families and communities
- Meetings
- Reporting
- Implementing government initiatives
- Organisational duties necessary to the efficient running of the kindergarten program
- The Teacher may be registered as the Nominated Supervisor and Educational Leader in accordance with the requirements under the National Law and Regulations.

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

.....
Employee

.....
Date

SIGNED BY MANAGEMENT

.....
Manager

.....
Date