

Position Description

Title	Team Leader/Early Childhood Teacher
Business Unit	Early Learning
Location	Alfredton Preschool, 6 Balyarta St ALfredton
Employment type	Part-time (55 hours per fortnight), 12 month Maximum term position
Reports to	Early Learning Coordinator

1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, bisexual, trans, gender diverse, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

2. Position purpose

The Team Leader/Early Childhood Teacher will be responsible for the operation of the Early Childhood Program. The teacher will provide leadership while working as a member of a cooperative team.

The position is responsible for ensuring that all requirements of the Education and Care Services National Law and Acts, National Quality frameworks, and policies and procedures of Uniting are met.

The position is responsible for centre budgets and administration, staffing and rosters, occupational health and safety of staff and centre maintenance. This is a contract position with shifts on the floor and allocated non-contact time for office work and planning.

The position will monitor the day to day operation of the centre and provide feedback to management to make informed decisions regarding the operation of the program.

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The position may be required to assist in service delivery at peak times or as required at any Uniting service and is flexible with working hours according to service delivery requirements. Key functions include the development of a high quality developmentally appropriate, educational program for children with a commitment to active involvement of families and the local community. The program is to be developed in consultation with Uniting Vic/Tas and the parents of the children attending.

The position will ensure that the kindergarten meets the requirements of the DET Victorian Kindergarten Policy, Procedures and Funding Criteria, the Education and Care Services National Law Act 20120 and the Education and Care Services National Regulations 2011 and the policies and procedures of Uniting Victoria and Tasmania.

3. Scope

Budget: • TBC

People: • Early Childhood Educators and students

4. Relationships

Internal:

- Team Leader and other Early Childhood Educators
- Early Learning Coordinators
- Parent Advisory Committee
- Other Uniting staff

External

- Children and their families
- Department of Education
- Other Community Services Providers as required

5. Key responsibility areas

Service delivery

- Plan, implement and evaluate educational programs which are based on a sound knowledge of early childhood development and educational principles.
- Provide high quality inclusive programs which are based on recorded observations and interpretation of children's responses, need and interests.
- Show care, respect and commitment to confidently in all interactions with children, staff and families.
- Encourage parents to become involved in the general operation and decision making processes of the kindergarten and their child's education.
- Provide information for families about the preschool program through discussions, displays, reports and newsletters.
- Work collaboratively with colleagues, other members of the profession and others in the community who contribute to the child's educational or developmental progress and wellbeing.
- Assess the developmental needs of children, including the need for referral to specialist services, and to provide information and advice to families.
- Develop and form contact with local community linkages and resources.
- Provide information about enrolment and kindergarten education for prospective families.
- Ensure that an inventory of kindergarten equipment is maintained and that materials are safely stored.
- Use principles of best practice to provide an innovative and responsive program.
- Staff are responsible for upholding consumer rights, privacy, confidentiality and informed consent.

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	<ul style="list-style-type: none"> Respect the diverse needs of all community groups and individuals to ensure that their needs are met in an inclusive and sensitive manner. Other duties as directed.
Finance Management	<ul style="list-style-type: none"> Efficiently coordinate the kindergarten on a day to day basis within the confines of budge and Uniting policies.
Quality and risk	<ul style="list-style-type: none"> Maintain all necessary records accurately and provide information as required by the Children's Services Regulations (2009) and Uniting. Undertake review and evaluation of the kindergarten program and professional practice. Participate in the Quality Accreditation Plan. Participate in agency quality accreditation processes.
People Management	<ul style="list-style-type: none"> Provide supervision and support to staff in accordance with Uniting policies and procedures. Participate in Parent Advisory Group meetings and provide advice and information about operational and programming issues.
Personal accountability	<ul style="list-style-type: none"> Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant. Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us. Ensure appropriate use of resources. Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour. Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace. Identify opportunities to integrate and work collaboratively across teams. Take reasonable care for your own health and safety, and health and safety of others (to the extent required). Promote a positive safety culture by contributing to health and safety consultation and communication. Promptly respond to and report health and safety hazards, incidents and near misses to line management Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.
Legal requirements & risk management	<ul style="list-style-type: none"> Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct and mandatory reporting (child safety) Foster a culture where risks are identified and appropriately managed Report areas of serious risk to next level supervisor and work together to mitigate those risks.
Personal accountability	<ul style="list-style-type: none"> Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant. Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us. Ensure appropriate use of resources. Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour. Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace. Identify opportunities to integrate and work collaboratively across teams.

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- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
 - Promote a positive safety culture by contributing to health and safety consultation and communication.
 - Promptly respond to and report health and safety hazards, incidents and near misses to line management
 - Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.
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6. Performance indicators

Level 2 Teachers

- Consistently evaluate and reflect upon their practice and the educational outcomes of children with a view to improving their practice.
- Maintain contemporary knowledge of educational theories and issues.
- Use principles of best practice to provide an innovative and responsive program.
- Share knowledge and expertise in teaching approaches and child development via strategies such as mentoring.
- Actively participate in discussions and encourage the involvement of parents and establish positive links with other service providers and community groups.

Level 3 (Exemplary) Teachers

- Provide expert advice and support to the parents and the broader community in the development and delivery of early Childhood Education.
 - Be responsive to emerging trends and issues within early education, their service and the community.
 - Take a leading role in sharing knowledge of teaching approaches and child development to support peers and provide mentoring support for graduate teachers.
 - Actively promote and strengthen links with other relevant services.
 - Actively pursue opportunities to advocate on behalf of children and for the development and delivery of early childhood education by working collaboratively and effectively with appropriate groups in the boarder community.
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7. Person specification

Qualifications

- Post-secondary qualifications in Early Childhood Education (three year minimum) as approved by the Australian Children's Education and Care Quality Authority.
- Victorian Institute of Teaching Card (VIT)

Experience

- Demonstrated understanding of quality frameworks and continuous quality improvement processes.
- Demonstrated understanding and knowledge of early childhood development and education.
- Demonstrated understanding of the Early Years Learning and Development Frameworks and National Quality Framework.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- **Quality:**
 - Demonstrated understanding of quality framework and continuous quality improvement processes.
 - Demonstrated commitment to continued professional development.

- **Communication:**
 - Provide evidence of excellent communication and interpersonal skills particularly in relation to children, parents, other staff and the wider community.
 - Demonstrated ability to ensure confidentiality of information at all times.
 - Demonstrated ability to relate positively to a large range of people from diverse backgrounds.
- **Organisational skills:**
 - Demonstrated ability to use computers efficiently including Word and Outlook.
 - Demonstrated ability to plan, work and manage time effectively without direct supervision.
 - Demonstrated ability to develop creative solutions to issues that arise within the community or workplace using community development principles.
 - Demonstrated leadership and self-motivation skills.

Please note: This position description should be read in conjunction with the attached Kindergarten Teacher Duties statement as required by the VECTEA 2016.

Teaching duties:

- Face to face teaching of children
- Routines
- Observations
- Supervision of other adults
- Maintenance of legal and health requirements
- Training undergraduates

Non-teaching duties:

- **Program Development:**
 - Program planning, individual records
 - Evaluation of teaching program
 - Training undergraduates, student placement approval
- **Program Support:**
 - Preparation of the learning environment including materials and equipment
 - Parent education and discussion
 - Immediate planning and evaluation of teaching tasks.
- **Administration of the kindergarten program:**
 - Travel
 - Dealing with visitors
 - Ordering and purchasing program materials, supplies and equipment
 - Data collection and reports
 - Performance reviews eg. Supervision and performance appraisals
 - Submissions
 - Participation in a review of preschool quality assurance eg. Parent surveys, quality frameworks
- **Management Support** is related to the management/administration of the service and include tasks such as:
 - Administration of the enrolment system eg. Notification of changes in enrolments
 - Arrangement of multi-use of centre
 - Administration of payroll system eg. Timesheets, leave forms, additional hours forms
 - Purchasing of non-program consumables
 - Supervision of maintenance staff
 - Arrangement of relief staff
 - Additional supervision of children outside designated child attendance periods
 - General administration of the service
 - Tasks related to the organisation of an excursion eg. Safe excursion checklist, notice to parents etc

8. We are a child safe organisation

Approved by: Area Manager – South East	Page 5 of 6	Division: Early Learning
Date Approved: June 2020	Printed copies of this document are not controlled.	Next Review Date: June 2021

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Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

9. Acknowledgement

I have read, understood and accepted the above Position Description

	Employee	Manager
Name:		
Signature:		
Date:		