

Position Description

Title	Early Childhood Teacher
Business Unit	Early Learning
Location	Northern and Western Metropolitan Melbourne
Employment type	Casual
Reports to	Nominated Supervisor/Coordinator

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 work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, 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

1. Position purpose

- To adhere to and support other educators to comply with the requirements of the Education and Care Services National Law Act and Regulations, the Kindergarten Funding Guide, the National Quality Standards Framework, Child Safe Standards and organisational policies and procedures.
- To work collaboratively as part of a large passionate professional team ensuring the provision of quality Early Childhood programs at Rupert Street Childcare & Kindergarten.
- To provide an environment, which reflects a safe, inclusive, responsive and supportive program, where the interests and needs of the child are the foundation for the creation of the educational programs.
- Demonstrate a commitment to participating in ongoing reflective practice and continuous improvement.
- To contribute to a positive professional team and organisational culture

2. Scope

Budget: nil

People: Educators, Cook, Students and Volunteers

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3. Relationships

Internal

- Early learning Coordinator/Nominated Supervisor, Other educators, students and volunteers, Other Uniting staff

External

- Children, Families and other Early Childhood Professionals
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4. Key responsibility areas

Quality Educational Programs

- Plan, implement, and modify a quality and diverse educational program based on an approved curriculum framework.
- In developing the educational program, promote children's agency, choice and influence so that the program meets the interests and abilities of each child.
- Document and analyse children's learning in line with an approved curriculum framework.
- Actively engage with every child to participate in the program.
- Utilise a variety of teaching strategies including intentional teaching and reflective practice in daily work.

Health & Safety of Children

- Immediately raise the awareness of any concerns regarding the health, safety or wellbeing of a child.
- Provide a safe and stimulating physical environment where all children are protected from harm or hazards.
- Ensure that children's health, wellbeing and physical needs are met.
- Demonstrate effective health and hygiene practices that meet all legislative, policy, procedural requirements, and support children to do the same.
- Ensure that all children have access to nutritious food and fresh drinking water.

Relationships & Collaboration

- Lead educators in a cooperative, ethical and respectful manner to ensure delivery of high quality services for children and families.
- Regularly monitor the performance of educators, students and volunteers providing feedback, guidance and support.
- Facilitate the development of educators' skills and knowledge and address and manage any performance issues immediately if they arise.
- Delegate tasks within the team as appropriate.
- Develop and maintain respectful, supportive, collaborative and responsive relationships with children and their families and support and guide team members to ensure they do the same.
- Work cooperatively, ethically and respectfully with educators and other Uniting staff (including the Management team) to deliver high quality services for children and families.
- As appropriate delegate tasks to and monitor performance of educators, students and volunteers within the Early Learning program.
- Consult with families regarding their child's learning and development.
- Ensure effective induction and orientation processes for new families, children and educators, including workplace students and volunteers.
- Collaborate with the broader Uniting team (including the Management team) to contribute to the achievement of organisational objectives.
- Establish and maintain links and participation in local networks and community, resource agencies, local foundation programs/schools and other relevant organisations, taking opportunities to raise the profile of and market the service.

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Administration & Management

- Ensure all practices are in accordance with the Education and Care Services National Law Act and Regulations, the Kindergarten Funding Guide, the National Quality Framework and reflect the philosophy and policies and procedures of the service
- Attend and actively participate in staff meetings, professional development opportunities and network meetings as appropriate or as directed by the Coordinator.
- Promote an understanding of the NQF, the NQS and the curriculum framework documents within the team.
- Contribute to the continuous improvement of the service through reflective practice and as directed by the Coordinator/Nominated Supervisor.
- Ensure accurate records are documented and maintained to meet legislative requirements.
- Stay informed about current trends in educational practice within the sector.
- Actively participate in employee performance review process.
- Plan and monitor return to Work Plans for injured employees.

Personal accountability

- 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.

Responsible Person: All Early childhood educators are required to agree to act as a responsible person as per the *Education and Care Services National Regulations*. Responsible persons are placed in charge of the day-to-day operational management of the service if the approved provider or nominated supervisor is not present and you are nominated as the responsible person.

5. Person specification

Qualifications

- Bachelor of Early Childhood Studies or an equivalent early childhood teaching qualification as approved by ACECQA
- Current working with children check valid for paid employment
- First aid training as prescribed in the Education and Care Services National Regulations, including first aid, anaphylaxis management and emergency asthma management.

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Experience

- Extensive experience in working in a kindergarten and/or other early childhood service providing high quality care and education services for children.
- Experience in a leadership role in a Kindergarten program or early childhood setting.
- A sound knowledge and understanding of early childhood learning and development.
- Intermediate level of competency in use of Microsoft Office Suite and internet.
- Intermediate level of competency in use of KIM (desired).

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- Extensive knowledge of the Education and Care Services National Law Act and Regulations, the Kindergarten Funding Guidelines, the National Quality Framework and the Child Safe Standards and how these relate to the operation of an Early Childhood Service.
- Demonstrated ability work within a dynamic team and develop a productive and cooperative culture.
- Demonstrated ability to develop and implement a high quality educational program that reflects the diverse nature of the service, local and wider community, based on an approved learning framework and the service philosophy.
- Demonstrated ability to promote and advocate for the rights of children and families and ensure they are provided opportunities to participate in decision making regarding matters that affect them.
- Demonstrated ability to relate to and communicate effectively with a range of diverse stakeholders including all educators, families, and early childhood and other professionals.
- Excellent organisational, planning and prioritising skills and the ability to work with a high degree of autonomy
- Demonstrated ability to participate in and contribute to a productive, dynamic and cooperative team culture.
- Well-developed organisational skills and ability to prioritise tasks and meet required timeframes working both under direction and with a high degree of autonomy

6. We are a child safe organisation

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 relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State 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.

7. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

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Date: