

# Position Description

<insert centre logo>

<insert name of childcare/early learning centre>

Job title:	Early Childhood Teacher/Kindergarten Teacher
Salary:	\$42,177 per annum (level 1) (Example Only) Plus 9.25% Superannuation
Hours:	38 hours per week
Position type:	Full Time
Location:	<insert location of the position and any travel required>

## Position Objective

The Early Childhood Teacher/Kindergarten Teacher <delete if necessary> will provide comprehensive and effective educational and care services in accordance with the cultural, educational and developmental needs of our children. This role will include addressing the needs, concerns and sustainability of families and the wider community.

The role will be responsible for the development and implementation of an innovative curriculum and the delivery of an approved kindergarten program. It must also meet the requirements under the *Education and Care Services National Law 2010*, the *Education and Care Services National Regulations 2011* and the National Quality Standards.

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## About us

<insert brief paragraph about your childcare/early learning centre>

For more information please visit our website or Facebook page:

<insert website>

<insert Facebook address>

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## Roles and Responsibilities

### Your responsibilities to the educational program

As part of this role you will:

- Develop an early childhood education (ECE) program in line with the Early Years Learning Framework (EYLF), Queensland Learning Kindergarten Guideline (QLKG) and the National Quality Standards (NQS)
- Implement and maintain an innovative ECE program:
  - based on planning, reflective practices and intentional teaching;

- in conjunction with local businesses, schools and other organisations to broaden the children's connectedness to their community; and
- include appropriate indoor and outdoor experiences, physical activity, music and movement
- Evaluate the ECE program according to the objectives and outcomes of program and teaching strategies
- Involve educators and other staff in planning, documenting and evaluation of programs to promote staff development

**Optional duty:** Perform the role of Education Leader as prescribed under *Section 118 of the Education Care Services National Regulation 2011*

### **Your responsibilities to the Service**

As part of this role you will:

- Understand and comply with policies, procedures and guidelines including relevant Code of Conduct and Code of Ethics
- Develop and implement programs and other initiatives that contribute towards continuous improvement and the quality of the service
- Implement NQF standards and requirements including the assessment and rating process
- Maintain high levels of hygiene and WHS in accordance with policies, procedures and relevant legislations
- Develop collaborative working relationships with educators and other staff and Prep teachers from local schools to meet the developmental needs of each child
- Report and record accidents, incidents and near misses including any unsafe buildings and equipment to the Approved Provider
- Collate and maintain individual children's progress records and observations and make available for families when required

### **Your Responsibilities to children and their families**

As part of this role you will:

- Treat each child with dignity and respect
- Implement an action plan for children that have diverse or specific medical needs
- Monitor the safety and age appropriateness of toys and equipment
- Identify and respond to children at risk of harm and act accordingly
- Manage challenging behaviour using effectively strategies
- Respond to, and administer first aid or medication as prescribed and record and notify management and parents when an incident occurs
- Ensure children are appropriately and comfortably dressed for all activities
- Communicate effectively with parents, staff and external organisations

## Education & qualifications

<b>Essential</b>
Qualification that meets the requirements of the Queensland Kindergarten Funding Scheme (QKFS) – <i>delete if necessary</i>
Qualification recognised by ACECQA as an Early Childhood Teacher – <i>delete if necessary</i>
Certificate in First Aid, CPR, Asthma and Anaphylaxis Management.
Blue Card or exemption notice

## Competencies

### Experience & skills *delete or replace essential competency where required*

<b>Essential</b>
Demonstrated ability to develop and lead an educational program in long day care or the ability to acquire/transfer these skills from another educational setting (Program Development)
Ability to relate to and build relationships with children (Relationships with children)
Ability to relate to and build relationships with families and other stakeholders (Relationships with families and the community)
Exercise pedagogical leadership of all staff at the centre (Leadership and Reflective Practices)

### Personal qualities & behavioural traits *delete or amend desirable competency where required*

<b>Desirable</b>
High level of time management skills
Ability to supervise and mentor student educators and other staff
Ability to work within a team environment
Awareness of cultural diversity and equity

## Further information and application details

Further enquiries can be directed to *<insert contact name>*, on *<insert contact number>*.

Applications close *<insert time and date>*.

Applications must include:

- A comprehensive resume; and
- A coverletter of no more than 2 pages, addressing the points under the section 'Competencies to Perform the Role'

Applications can be submitted via:

Letter

*<insert name of contact person>*

*<insert title of position>*

*<insert name of child care/early learning centre>*

*<insert postal address>*

**NOTE:** This a standard position description template designed to recruit for ECT/Kindergarten Teachers. The responsibilities and competencies may require adjustments to relate to your specific centre

OR

Email to <insert email address>