



Position description Casual Relief Early Childhood Teacher

Position holder	Vacant
Classification	Relief Teacher Level 1.1 – 3.5 (VECTEA)
Position status	Casual
Position location	HDKA Multiple Sites

Position objective

The objectives of the position are as follows:

- Develop and provide a high quality, developmentally appropriate educational program based on an approved curriculum framework for the children at the service in consultation with the Pedagogical Leader and the parents of children attending the service.
- Provide educational leadership while working as a member of a collaborative service team.
- Operate in a professional manner at all times and ensure that the service meets the requirements of the Department of Education and Training (DET) *Victorian Kindergarten Policy, Procedures and Funding Criteria; Education and Care Services National Law Act 2010; Education and Care Services National Regulations 2011* and functions in line with approved policies, procedures and the Quality Improvement Plan of the service.

Organisational relationship

The early childhood teacher is accountable to, reports and takes direction from the HDKA board of management, Executive Manager and Pedagogical Leader.

Responsibilities and duties

General responsibilities

1. Be responsible to HDKA for the development and delivery of the programs for which they are responsible.
2. Undertake all responsibilities and activities associated with being a Nominated Supervisor and act within the requirements of that position, the *Education and Care Services National Law Act 2010; Education and Care Services National Regulations 2011*. (If appointed as the Nominated Supervisor)
3. Act in accordance with the authority delegated by HDKA in dealing with situations of an urgent nature requiring immediate action ensuring compliance with the Acts and the Regulations.
4. Operate within the requirements of the service's policies and procedures as well as funding and regulatory requirements.
5. Operate within the limits of the service budget allocation.
6. Be actively involved in the development and implementation of the Quality Improvement Plan of the service.
7. Encourage enrolments and provide written information and referrals in accordance with the enrolment policy and procedures as specified by HDKA.
8. Respect the confidentiality of information relating to parents and children and comply with the service's privacy policy.
9. Other duties as directed by the Executive Officer/Pedagogical Leader from time to time.



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Specific responsibilities

Children

1. Develop in consultation with parents and educators an educational program that is 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.
2. Display the educational program updated every fortnight at a minimum.
3. 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.
4. Link specific objectives for individual children into the program plan.
5. Provide a healthy, safe and welcoming environment and ensure that children are supervised at all times.
6. Discuss with relevant service staff such as the educator, the educational program, needs of families and children attending the service so they can carry out their duties effectively.

Parents

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

Staff

1. Be responsible for the day-to-day supervision of staff performing duties related to the group/s for which the position is directly responsible.
2. 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 HDKA from time-to-time following consultation with the staff.
3. Provide leadership while working as a member of a cooperative team and encourage staff who are involved in the program to contribute to the planning and implementation of the educational program.
4. Share housekeeping tasks of preparation, packing, hygiene and safety related to the program with other staff.
5. Work cooperatively with HDKA management and all staff to ensure the service operates in a safe work environment and that staff follow safe work practices.
6. Participate in an annual performance development review process.
7. 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.
8. Comply with the professional development requirements of the VECTAA or as requested by the Executive Officer or Pedagogical Leader.
9. Assist with the orientation of new staff.
10. Participate in the formal appraisal of staff for which the position is responsible.
11. Adhere to all service OHS safety procedures.

Management

1. Work in cooperative manner with the Executive Officer and Pedagogical Leader ensuring open communication on all issues pertaining to employment, management, finances, program and regulatory requirements of the service.



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2. Support the committee of management, Executive Manager and Pedagogical Leader's roles as managers of the service including the provision of relevant information to ensure the service meets all regulatory and funding requirements.
3. Provide monthly written reports concerning the educational program and any issues relating to the service to management prior to or at the monthly committee meetings.
4. Attend and contribute to regular committee meetings as required by the committee.
5. Provide necessary information within agreed time lines for the completion of all relevant program related reports and data collections as required by the HDKA committee of management.
6. Report to HDKA management on urgent and ongoing maintenance at the service.
7. Report to the committee on equipment and materials needed and purchase of approved supplies.

Accountability and extent of authority

The early childhood teacher:

- Is directly accountable to the HDKA Executive Officer.
- Has the authority to take such action as is necessary to ensure that the health and safety of children and their families are maintained within the service and on approved activities outside the service.
- Is responsible for making recommendations to the Executive Officer and Pedagogical Leader on matters relevant to the educational program and its impact on the operation of the service.

Key Selection Criteria

- Demonstrated experience, understanding and knowledge of the Victorian Early Years & Development Framework (VELDF), the National Quality Standards and other relevant legislation governing the operation of children's services.
- Knowledge and understanding of the Child Safe Standards.
- Demonstrated experience in developing, documenting and implementing a high quality, developmentally appropriate education program for kindergarten children.
- Demonstrated ability to plan, work and manage time effectively with minimal supervision.
- Demonstrated experience in communicating effectively with management, parents including parent advisory groups, staff and professionals.
- Demonstrated experience and ability to work in a cooperative, flexible and professional manner with children, parents, staff and management.
- Demonstrated experience in leadership and motivational skills.
- Understanding and ability to ensure confidentiality of information.

Essential requirements

- A Victorian Institute of Teaching (VIT) registration.
- Qualifications suitable for an early childhood teacher under the *Education and Care Services National Law Act 2010*; *Education and Care Services National Regulations 2011* and the DET *Victorian kindergarten policy, procedures and funding criteria*.
- Must be willing to take on the roles and responsibilities of the position of Nominated Supervisor if required under the *Education and Care Services National Regulations 2011*.
- Must be willing to take on the roles and responsibilities of the Education Leader when required.
- A current approved first aid qualification approved anaphylaxis management training and approved emergency asthma management training in accordant with the *Education and Care Services National Regulations 2011* and service policies.

Personal attributes

- Honest and confidential
- Respectful
- Flexible
- Sound work ethics.



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Conditions of employment

1. Continuing employment in this position is subject to continuing funding of HDKA.
2. The position must work within the Associations and Incorporations Act 2010; Associations and Incorporations Regulations 2009; Department of Education and Training; Victorian Kindergarten Policies, Procedures and Funding Criteria 2010-12 and in accordance with Acts and legislation.
3. The employee agrees to abide by all health and safety rules and requirements of the employer and all employer policies and procedures which may be amended from time to time.
4. This appointment is subject to
 - Current VIT Registration
5. HDKA's recruitment and selection procedures reflect our commitment to the safety and protection of children, families and individuals utilising our services.
6. You will be required to take part in any compulsory professional development sessions offered by HDKA.
7. In addition you may be required to attend professional development sessions which may have been identified as appropriate in the staff appraisal process and consequent 'Training and Enhancement Plan' which has been developed.
8. You may be requested to attend other professional development sessions which may be of interest to you and each request is considered on its merit with consideration to relief staff availability, cost and benefit to the organisation.

Commitment to Child Safety

HDKA promotes a commitment to child safety, wellbeing, participation, empowerment, cultural safety and awareness including children with a disability, Aboriginal and Torres Strait Islander children and/or communities and children from cultural and/or linguistically diverse backgrounds.

HDKA has a zero tolerance of child abuse and a duty of care to prevent and manage child abuse risks including physical and online environments.

Executive Officer review and approval

I have reviewed and approve the above position description

Signature _____ Date ____ / ____ / ____

Pauline Butler, Executive Officer

Employee statement

I have read, understand and accept the above position

Name: **Vacant**

Signature _____ Date ____ / ____ / ____