



# Position Description

## Bachelor Kindergarten Teacher

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The City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.

The City of Port Phillip is a committed Child Safe organisation and has zero tolerance for child abuse. Every child and young person accessing City of Port Phillip has the right to feel and be safe. All City of Port Phillip Councillors, employees, volunteers, contractors and community representatives have a responsibility to understand and activate their role in preventing, detecting, responding and reporting any suspicions of child abuse to the relevant authorities, and maintaining a child safe culture.

<b>POSITION TITLE:</b>	<b>Bachelor Kindergarten Teacher</b>
<b>AWARD CLASSIFICATION:</b>	Band 5
<b>DEPARTMENT:</b>	Family, Youth & Children
<b>DIVISION:</b>	Community and Economic Development
<b>DATE APPROVED:</b>	March 2024
<b>APPROVED BY</b>	Executive Manager, Family Youth & Children

### **ORGANISATIONAL RELATIONSHIPS:**

<b>REPORTS TO:</b>	Centre Coordinator (COPP team leader)
<b>SUPERVISES:</b>	Qualified Educator, Certificate III educators, students, volunteers
<b>INTERNAL LIAISONS:</b>	Council Employees and Managers, Executive Team and Councillors
<b>EXTERNAL LIAISONS:</b>	Government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.



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### POSITION OBJECTIVES

- CREATING A CHILD FRIENDLY PORT PHILLIP – OUR VISION

“Port Phillip, a city where childhood is honoured and all children are cherished and supported as active citizens with a voice of their own, secure in their identity and culture; where they are able to play, learn and contribute to their environments, surrounded by nurturing adults and supportive communities”.

*Creating a Child Friendly Port Phillip Framework for Action 2013-2017*

- To actively lead the implementation of the quality agenda by supporting, coaching and mentoring Early Childhood Educators in the development of high quality learning programs in Early Childhood Services
- To actively support the Coordinator to ensure the efficient, effective functioning of the centre which meets the requirements of the regulatory and funding bodies, and is responsive to sector reforms
- To work within the philosophy and principles of integrated service delivery
- To adhere to the Child Safe Standards

### KEY RESPONSIBILITY AND DUTIES:

- Demonstrate an understanding of integrated service delivery, in relation to all external and internal stakeholders
  - Cultivate a professional, creative, safe and developmental environment for learning by building relationships with the early childhood team and openly sharing knowledge, expertise and resources
  - Responsible leadership by mentoring and coaching in conjunction with Coordinator and Educational Leader develop, monitor and document performance discussions with your immediate team.
  - Work in accordance with the legislative requirements; including the Kindergarten Funding Victoria Agreement
  - Critically reflect on current practice techniques to ensure the children’s programs reflect contemporary approaches to curriculum development, assessment and evaluation
  - Respond to inquiries relating to the programs, procedures and activities within the service and undertake general promotion of the service through professional conduct
  - Effective communicator with highly developed written and verbal communication skills
  - Undertaking additional duties as required, ensuring the smooth running of the service
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### **JUDGEMENT AND DECISION MAKING:**

- Maintain open, effective communication with all Centre users
  - In conjunction with Coordinator and parents/guardians make referrals to other services/agencies as appropriate
  - Actively participate as a member of the integrated team to implement and enhance the delivery of the children's programs and to inform the development of policies and initiatives as required
  - Participate as an active member of the care and education team in all meetings and professional development
  - Positive approach to shared decision-making
  - Ensure the policies and procedures are understood, promoted and practised
  - Promote and practise the Australian Early Childhood Association Code of Ethics.
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### **ACCOUNTABILITY AND EXTENT OF RESPONSIBILITY:**

- Being accountable of your own practices and the practices of others around you, striving for the best outcomes
- Supervise, support and mentor colleagues, students and volunteers
- Maintain records of appropriate educational programs based on written observations and evaluations of children's development
- Undertake duties in accordance with all legislative requirements and Council policy
- Support the Management Team, Education Leader and all educators with the implementation of the National Quality Framework and the development of the Quality Improvement Plan
- Ensure Child Safe Standards are adhered to at all times
- Commitment to continuous improvement.



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### **SPECIALIST SKILLS AND KNOWLEDGE:**

- Demonstrated comprehensive knowledge and practice of early childhood learning including the provision of innovative approaches to curriculum development, assessment and evaluation processes. This would include but is not limited to the Early Years Learning Framework (EYLF), the Victorian Early Years Learning and Development Framework (VEYLDF) and associated support resources
  - Meet requirements of the Education and Care Services National Law (2010) and Educational and Care Services National Regulations (2011)
  - Commitment to City of Port Phillip's Early Years Plan including consultation with children
  - Pedagogical excellence through a commitment to ongoing professional learning
  - Extensive knowledge of contemporary child development
  - Understanding of the needs and issues relating to young children and their families
  - Knowledge of Child Safe Standards
  - Ability to set priorities, manage time and available resources to achieve goals and set timelines.
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### **MANAGEMENT SKILLS:**

- Manage own time, organise tasks and supervise early childhood educators, volunteers and students
  - Ability to demonstrate and model excellent practice in working in partnership with children, families and colleagues
  - Ability to manage conflict and deal with highly sensitive matters whilst maintaining a professional manner at all times.
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### **INTERPERSONAL SKILLS:**

- High level interpersonal and communication skills with children and families
  - High level of written and verbal communication skills as well as an ability to gain cooperation from all Childcare workers under their supervision.
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### **QUALIFICATIONS AND EXPERIENCE:**

- An approved Early Childhood Teaching Qualification in accordance with the Educational and Care Services National Law and Regulations.
  - Previous experience (preferred 3 years' experience in the Early Childhood sector)
  - Current Level 2 First Aid Certificate and Anaphylaxis Management Certificate
  - Satisfactory Police and Working with Children checks
  - Knowledge of National Regulations, NQF, VEYLD and EYLF.
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### **OCCUPATIONAL HEALTH & SAFETY:**

- Understand and comply with the CoPP OHS Policy, procedures and legislative requirements relevant to their activities
  - Communicate with employee health and safety representatives and supervisors particularly regarding hazards in the workplace
  - Participate in programs to improve risk management including health and safety within the workplace
  - Report to the Coordinator any incidents/accidents and illness immediately and record as per centre procedure
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### **Important pre-employment requirements**

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of qualifications
  - Evidence of current first aid certificate, current CPR certificate and working with children's check
  - Sufficient proof of right to work in Australia, and proof of identity.
  - Evidence of COVID-19 Vaccination or valid medical exemption in line with City of Port Phillip Vaccination Policy
  - Complete a National Police Check completed via City of Port Phillip's Provider.
  - Employee type Working with Children Check
  - And be required to undertake a pre-employment medical check (at the cost of the council)
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### **KEY SELECTION CRITERIA:**

**KSC1** Demonstrated understanding of National Quality Standards, the Curriculum Frameworks, and Quality Improvement Plans and how they influence the learning and teaching program.

**KSC2** Demonstrated ability to develop relationships with families that support and values families expertise, beliefs and allows for families to be involved with and contribute to decision making about their child's learning and wellbeing;

**KSC3** Demonstrated ability to document, monitor and assess child learning and to use this data to inform educational programs and practises for improved child guided learning.

**KSC4** Demonstrated high level written and verbal communication skills and high level interpersonal skills including the capacity to establish and maintain collaborative relationships with other employees and the broader community to focus on children's learning, wellbeing and engagement.



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**KSC5** Demonstrated behaviours and attitudes consistent with City of Port Phillip values, including a commitment and capacity to actively contribute to and manage professional relationships.

**KSC6** Demonstrated commitment to continually improving teaching quality and capacity through the application of knowledge, skills and expertise derived from ongoing professional development and learning.