



## Position Details

<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>	December 2025
<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>Stakeholders:</b>	Council Employees and Managers, Executive Team and Councillors.

## Position Objectives

- 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 Responsibilities 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.

### Accountability and Extent of Authority

- 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.

## 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.

## 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.

## 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.

## 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.

## 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.

## Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

## Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

## Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

## Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

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

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).
- Be required to undertake a pre-employment medical check (at the cost of the council)

## Key Selection Criteria

- Demonstrated understanding of National Quality Standards, the Curriculum Frameworks, and Quality Improvement Plans and how they influence the learning and teaching program.
- 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;
- 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.
- 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.
- Demonstrated behaviours and attitudes consistent with City of Port Phillip values, including a commitment and capacity to actively contribute to and manage professional relationships.
- Demonstrated commitment to continually improving teaching quality and capacity through the application of knowledge, skills and expertise derived from ongoing professional development and learning.



## Position Description

PD Bachelor Kindergarten Teacher Dec 2025

*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.*

### Our values

Working together  
Performance

Creative and strategic thinking  
Courage and integrity

Personal growth  
Accountability, Community First