



POSITION DESCRIPTION

Last Updated: September 2023 | Review Date: January 2023

Position Title:	Early Childhood Teacher (Pre-Prep)
Section of School:	Early Learning Centre
Directly Responsible to:	ELC Director
Directly Responsible for:	Education and Care of Pre-Prep Class
Arrangement:	Part Time / Casual Part Time

Position Summary:

Early Childhood Teachers (ECT) at Staines Memorial College Kindergarten are appointed to educate and care for children enrolled in the Kindy/Pre-Prep program. The ECT is responsible for providing a developmentally appropriate educational program which aligns with nationally approved learning frameworks, the ethos and vision of the College, meets the group and individual needs of children, and considers parent and community input into the program.

Key Responsibilities:

Consistent with the current Christian Community Ministries Enterprise Agreement, Staines Memorial College Policy and the Biblical basis of the College, you will be responsible for leading the following activities and delivery of the following key tasks:

Engage in the Christian Ethos of the College and Centre:

- Model and share your Christian faith with children and families through interactions, building reciprocal relationships, sharing devotions and prayer.
- Promote and engage in the College wide ethos which focuses on the values of Jesus by embedding Christ into educational programs and practice.
- Be a role model, seeking to continually grow and support others in their own Christian faith journey.
- Uphold CCM Statement of Faith.

Curriculum and Program Development:

- Use government approved learning frameworks (Early Years Learning Framework, and Queensland Kindergarten Learning Guidelines), National Quality Standards, the Centre's Philosophy, and College School Readiness Curriculum goals to inform the development of a program which enhances each child's learning and development.

- Ensure that the program is holistic, encompassing the cognitive, social-emotional, physical, and spiritual development of children.
- Ensure that the program adopts culturally diverse approaches to programming, including a commitment to children that respects, reflects and celebrates culture, diversity, and inclusion of children with varying needs.
- Be focused, active and reflective in designing and delivering whole group, small group, and individualised learning programs.
- Implement a regular reporting cycle for parents on children's progress including parent-teacher interviews, progress reports, developmental screeners, and transition statements.
- Use evidence based and age-appropriate pedagogies to implement programs.
- Use evidence based and age-appropriate methods of assessment to collect data on children's progress for the purpose of informing programming and communication with families. This includes, but is not limited to, monthly observations of each child and the collection of artefacts for child Portfolios.
- Develop collaborative partnerships with families, professionals, community groups and/or research organisations.
- Maintain a safe, secure, interactive, and engaging learning environment which is reflective of Centre Philosophy and vision, children's interests and abilities, and aligns with policies and procedures of the service.

Relationships with Children:

- Ensure that interactions with children are warm, responsive, and inclusive, encouraging a sense of professional trust and security.
- Interact with children in meaningful ways, promoting their learning and development in a manner which is age appropriate and develop skills of lifelong learning.
- Support children to develop collaborative relationships with peers, including social skills, resilience, and problem-solving skills.

Duty of Care:

- Build professional, reciprocal, trusting relationships with children and families, maintaining the rights and dignity of the child and families at all times.
- Ensure active supervision of children at all times in accordance with laws and regulations.
- Follow Centre policies and procedures to ensure the safety and hygiene of the environment in line with laws and regulations.
- Respond to, monitor, and record health concerns or illnesses of children.
- Follow the College Code of Conduct, Child Protection, and Confidentiality Policies, along with the Centre Code of Ethics at all times.

Professional Development:

- Attend and participate in weekly Kindy/Pre-Prep planning meetings to evaluate and plan for children's learning.
- Attend and participate in monthly staff meetings.
- Attend and engage in Professional Development in line with Queensland College of Teachers requirements for registration.
- Be committed to the Centre vision of continual improvement and striving for excellence, contributing to, and engaging in professional learning, projects, and the Quality Improvement Plan.
- Engage in staff appraisal processes, including the development of individual professional learning plans and goal setting.

Other Responsibilities:

- Contribute to monthly Newsletters.
- Be familiar with and implement Kindergarten Philosophy, Policies and Procedures, Approved Learning Frameworks and National Quality Framework.

- Adhere to College Workplace Health and Safety requirements, including actively identifying and responding to hazards in the environment.
- Engage with other staff in a positive manner, contributing to a positive workplace culture that reflects Staines Memorial College organisational values.
- Establish and foster communication between staff, engaging in a committed and united team.
- Perform other reasonable duties as required.

Selection Criteria:

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

1. Ability to apply appropriate knowledge in order to support early education and care programs which meet the diverse characteristics, needs and learning styles of children.
2. Ability to implement effective and inclusive approaches to support the implementation of education and care principles and practices, including providing support to complete documentation and planning requirements.
3. Capacity to communicate effectively with children, families and staff including the use of appropriate interpersonal skills, and the ability to apply appropriate behaviour guidance strategies that contribute to a supportive education and care environment.
4. An understanding of the need to work collaboratively with staff, parents/carers, and members of the wider community in order to achieve desirable outcomes for children.

Formal and Desirable Qualifications:

- Early Childhood Teacher Qualification (University).
- Current registration with Queensland College of Teachers.
- Working with Children Check – Blue Card.
- First Aid Qualifications – including CPR, Asthma and Anaphylaxis.

Additional Information

Workplace Health & Safety

Without exception, everybody at CCM is responsible for safety. An appointee to this role must ensure conformance to CCM and college values and policies in relation to workplace health and safety. This includes:

- Promote within your sphere of influence the importance of health and safety in the workplace.
- Be vigilant and alert to potential and actual safety risks and hazards in the workplace and take the appropriate action.
- Embrace an active reporting culture of hazards, incidents and near misses.
- Be vigilant for the safety of yourself, colleagues and students and do not hesitate to intervene to prevent an unsafe act or condition.
- Wear Personal Protective Equipment (PPE), if required.
- Understand and follow approved safety related policies and procedures.

Child Safety

CCM is committed to promoting child safety, children's wellbeing and protecting children from abuse. An appointee to this role must comply with CCM's child safety policy and related policies and procedures (including the Code of Conduct), upholding the overarching principles and values set out, conducting themselves in accordance with the commitments to take all reasonable steps to promote the safety of children. Mandatory screening around suitability to work with children applies to every position.