



Position Description

Position Title:	Early Childhood Teacher
Department / Centre:	Operations
Reports To:	Centre Manager

Position Objective:

Coordinate the learning activities of the allocated group of children, including the supervision of all assistants. Ensure the care and development of each child in the group and monitor the achievement of education objectives.

Child Safe Organisation Statement

G8 Education is a child safe organisation and committed advocate for child protection, safety and wellbeing. As an organisation, we have a zero tolerance to any form of child abuse or harm. The safety and well-being of children will always be our priority and we have an expectation that all our team members embrace this shared commitment.

Key Responsibilities:

- Guide curriculum development in consultation with all relevant education and care service stakeholders e.g. families, children team members etc. The curriculum will be supported by the NQF/ EYLF, state relevant frameworks, Kindergarten funding guidelines (where applicable) and from information sourced from local schools to aid with the successful transition of children into formal schooling.
- Ensure that a developmentally and educationally appropriate program is planned and implemented for each child, which takes into consideration the school curriculum
- Assess the needs of each child, monitor their progress and ensure school readiness
- Supervise Assistants in the group
- Maintain effective communication with parents of each child in the group ☐ Maintain a positive working relationship with all team members in the centre
- Create a friendly, secure, stimulating and interactive learning environment for children at all times
- Ensure health and safety standards are maintained at a high level at all times

- Treat each child with dignity and respect; exercising a duty of care and providing a safe and nurturing environment at all times
- Maintain suitable developmental records on each child
- Regularly monitor and evaluate the effectiveness of programmes and record improvements for future programming
- Maintain resources for your room
- Talk to the director regarding concerns with children i.e. abuse cases
- Document children's allergies, health problems and forbidden foods
- Use applicable forms to report incidents, excursions, medication etc.
- Be willing to participate in paid meetings, conferences and training courses as required (including Child Protection training)
- Keep a very high standard of hygiene
- Undertake incidental cleaning tasks throughout the day (i.e. cleaning tables and sweeping floors after meal times and messy activities)
- Undertake general cleaning tasks to maintain overall cleanliness of the room/Centre (i.e. sweeping/vacuuming floors, mopping floors, wiping tables, cleaning toilets)
- Help the centre Director and management promote the centre
- Submit a monthly article for the newsletter regarding your room
- Ensure that children are always supervised as per the regulations
- Maintain sound knowledge of safe sleep and always follow best practice safe sleep processes
- During rest times the Teacher's primary duty is to provide experiences for those children not asleep and to supervise sleeping children. Secondary to this it is expected that available time would be utilised to complete daily paperwork, programs, child reports and undertake incidental cleaning of the room.
- Supervise and deliver programs for the after school care children as required.
- Extensive lifting of children and indoor/outdoor equipment may be required
- Nappy changing may be required
- Be aware of and adhere with all G8 Education policies and the Child Care regulation
- Drive the Centre bus as required
- Food handling and preparation may be required
- Any other tasks as reasonably directed

Work Health and Safety (WHS) Responsibilities

- Cooperate with G8 in relation to activities taken by the company to comply with WHS legislation.
- Comply with WHS policies, procedures and safe work practices.
- Adopt work practices that support WHS programs.

Required Behaviours:

- **Own the Outcome:** Demonstrate accountability for achieving successful outcomes by working towards individual goals and demonstrating safety behaviours.
- **Grow Courageously:** Pro-actively seek opportunities for self-development through obtaining feedback, adapting to new situations, coping with setbacks and demonstrating the courage to take ownership of decisions and their consequences.
- **Foster Great Partnerships:** Develop strong relationships that engage and support the success of others, valuing diversity, and working effectively within a team environment.
- **Engage and Inspire:** Understand and connect with G8's values and purpose, communicating with influence and remaining open and adaptable to change.
- **Think Bigger and Better:** Evaluate information and think about new ways to solve problems with an understanding of the long-term operational impact of decisions.
- **Learn, Plan, Do and Embed:** Plan, prioritise and reflect on individual work and resources, in alignment with appropriate processes to achieve personal objectives and deliver high quality outcomes.

Acceptance:

I acknowledge and accept the position description as outlined. I also accept that as part of my development and in the course of the position evolving within the business, the position description may be updated on an ad hoc basis.

(Name)

(Signature)

(Date)