

Position Description

Position Title	Kindergarten Teacher
Position Number	Various
Division	Community Strengthening
Department	Family, Youth and Children's Services
Team	Family & Children's Centres
Position Status	Part time
Classification	Band 5
Position Reports to	Early Years Co-ordinator
Position Supervises	No direct reports but will provide on the job supervision to Early Years Educators (cert 3 and Diploma)
Date Reviewed	June 2024

Position Objective

The position is responsible for leadership of the Early Years program and supervision of the Early Years Team within their allocated room. Responsibilities include supervision of Early Years educators, implementation of effective routines and systems, curriculum development by planning, implementing and evaluating the children's learning. Working in collaboration with leadership, colleagues, families, children and the community.

Key Responsibilities

1. Supervision

- Plan and deliver a quality early childhood program that is in accordance with the Kingston Early Years care and education policies, procedures, philosophies and practices and the standards and principles required by Education and Care Services National Law Act 2010 and National Quality Framework 2012.
- Support and guide Early Years Educators to develop, plan, implement and evaluate programs based upon written documentation, team to ensure that the needs of children and families are being met.
- Participate and contribute to leadership group meetings.
- Provide regular supervision, support and coaching to Early Years Educators and students as required.
- In collaboration with leadership team and other professionals, support children and families experiencing vulnerability.
- Provide support to early Years Educators around safety and wellbeing of children and staff.
- Contribute to the ongoing development and implementation of the Centre's Quality Improvement Plan.
- Contribute positively to the team culture and work collaboratively with a diverse range of people.

2. Children's Health Wellbeing and Safety

- Ensure each child's health needs are supported.
- Ensure that children are safe and adequately supervised at all times.
- Ensure any potential supervision risks are reported to the Early Years Coordinator.
- Respond positively and consistently to children's additional needs/requirements (eg: behavioural, diet/allergies, developmental etc).

- In consultation with the Leadership Team and other stakeholders, refer children for greater support where appropriate.
 - Administer first aid and medication in compliance with procedures and policies. Maintain accurate timely and detailed records of injury/accident/trauma and medication forms.
- 3. Team Responsibilities**
- Work collaboratively with all Family and Children's Centre staff.
 - Actively contribute to the direction of the Centre by participating in meetings, professional development and parent meetings and providing input to review policies, systems and processes within the Centre to ensure flexible and responsible service delivery that meets and exceeds families' expectations.
 - Contribute to the effective operation of the Family and Children's Services Team.
 - Mentor, coach and support staff across the service
- 4. Communication and Engagement**
- Contribute to the team through effective communication
 - Communicate effectively with families on a regular basis, using formal and informal opportunities throughout the year, including information about their child's learning and development.
 - Provide information to families to be involved in the program through sharing of skills and knowledge and in participating in activities and events.
 - Contribute to written documentation in relation to children's learning and development.
- 5. Administration Skills**
- Use digital and computer applications at a competent level.
 - Contribute to written documentation in relation to children's learning and development
- 6. Operational Responsibilities for State Funded Services**
- Undertake State Government requirements associated with funding, grants, reporting and legislation, including the Kindergarten Information Management system (KIM) and the Kindergarten Inclusion Support Packages (KIS) and Transition Statements when required
 - Follow policies that enable eligible children to access a kindergarten program, including those who face barriers to participation.

Position Requirements

1. Accountability and Extent of Authority

The incumbent is accountable for:

- The authority and freedom to act in the position is subject to the established guidelines and budgetary constraints as determined by Council, and the requirements of relevant regulations and legislation, Government funding conditions and professional standards.
- Effective supervision and professional guidance, mentoring and support of Early Years Care and Education staff.
- Make day to day decisions and exercise professional judgement in the administration of all aspects of the Kindergarten.
- Exercise discretion in relation to problem solving involving families, children and staff.

2. Judgement and Decision Making

The incumbent is accountable for:

- Judgement is exercised within the framework of legislation, regulation, the National and Victorian Early Years Frameworks, national Quality Framework and City of Kingston Policy and Procedures.
- Exercise discretion in relation to problem solving involving Families, Children and Staff.

3. Specialist Knowledge and Skills

- Have thorough knowledge of the guidelines and procedures associated with Early Years Care and Education.
- Demonstrated ability to work effectively, respectfully, inclusively and responsively with children and families to achieve successful outcomes.

- Demonstrated ability to work collaboratively with team members to deliver a program inline with relevant frameworks and quality standards
- Experience in individualising programs to meet the individual needs of children, families and communities.
- Experience with supervision or mentoring staff within and early years setting
- Demonstrated capacity to identify children with diverse and/or additional needs and plan for them appropriately, considering input from the Specialist Children’s Services, Pre-School Field Officers, other professionals and the child’s family.
- Thorough knowledge of contemporary practices and theories in early childhood.
- An understanding of relevant policies, regulations and precedents

4. Management Skills

The following management skills are required to be utilised:

- Organisational abilities, time management skills, administrative and computer skills to manage the Early Years program in an efficient and effective manner.
- Provide supervision and work collaboratively in a large team environment
- Ability to work with large groups of children.
- Undertake the role of Responsible Person
- Ability to be adaptable and confident to step into the Early Years Coordinator role when requested.
- Ensure the Leadership Team and/or Team Leader Family and Children’s Centres is informed of any problems arising, which would affect the children, service approval or rating, regulatory and legal compliance or the smooth running of the service.
- Ability to identify, respond to, facilitate and promote service improvements.
- Work in accordance all policies and procedures and provide guidance to others when appropriate.
- Support team members to develop personal goals and identify professional development needs through regular supervision.

5. Interpersonal Skills

The following interpersonal skills are required to be utilised:

- Excellent interpersonal skills with the ability to engage effectively and build collaborative relationships with others including colleagues, parents, staff at all levels and other professionals and community members.
- Self-motivation skills and an innovative approach to program delivery.
- Strong oral and written communication skills in a range of formats and forums.
- Effectively problem solve and escalate to service leaders as appropriate.
- Behave in a respectful and professional manner within the workplace.
- Maintain confidentiality at all times.

6. Qualifications and Experience

The following qualifications and experience are required for the position:

- Approved qualifications and VIT registration as an Early Childhood Teacher (Bachelor of Early Childhood/Bachelor of Teaching – Early Childhood)
- Emergency First Aid Response in an Education and Care Setting Certificate (HLTAID004) or equivalent
- Demonstrated ability and experience working with and supervising children.
- Working knowledge of the regulations, standards, frameworks and codes.
- Experience in supporting the planning, implementation and evaluation of a learning environment based on contemporary theories and pedagogies in early childhood.
- Protecting Children Mandatory Reporting Training

Shared Organisational Responsibilities

Kingston City Council (Council) has the following expectations of all employees:

<p>Values and Behaviours</p>	<p>The City of Kingston has four organisational values which guide behaviours and decision-making. It is through this framework, that high quality services are delivered to employees and the community. Employees have an important role to play in upholding Kingston’s ethics and values, including the Code of Conduct. Kingston’s Values are:</p> <ul style="list-style-type: none"> • We make a difference
-------------------------------------	--

	<ul style="list-style-type: none"> • We show care and respect • We take pride in our work • We are better together
Safe Workplace Actions	The responsibilities of this position are completed in line with organisational Occupational Health and Safety (OH&S) policies and procedures. The incumbent will display and promote safe actions in the workplace at all times.
Policies and Procedures	The responsibilities of this position are completed in line with all council policies related to the position.
Legislative Framework	The responsibilities of this position are completed in line with the relevant legislative framework of the position's department.
Equal Opportunity & Child Safe Standards	<p>The City of Kingston are an equal opportunity and child safe employer.</p> <p>The City of Kingston values the diversity of lived experience, abilities, backgrounds, and identities and is committed to creating a workplace where all employees feel safe, supported, and connected to perform at their best. Kingston Council values diversity of lived experience and the positive impact this can have on outcomes for the Kingston community and activity supports employees from all backgrounds, identities, and experiences such as Aboriginal and/or Torres Strait Islander peoples, Women, those identifies as part of LGBTIQ+ communities, culturally and linguistically diverse persons and persons with a disability.</p>

Prerequisites

- Pre-employment Medical Assessment
- VIT Registration.
- Hold and maintain a current Working with Children Check
- Undertake and maintain a current National Criminal Records Check
- Valid Right to Work in Australia
- Approved qualifications as an Early Childhood Teacher (Bachelor of Early Childhood/Bachelor of Teaching – Early Childhood)

International Police Checks

Any applicant who has resided in an overseas country for 12 months or more in the last ten years will be required to provide a police check from the country they resided in. Some countries will not release information regarding an individual for personal or third party purposes. Where police records checks cannot be made, the applicant will be required to provide contact details for at least two individuals who personally knew them while they were residing in the other country, to enable Kingston City Council to conduct referee checks. This additional requirement primarily applies to positions in Council's Aged & Disability Services, Health & Local Laws and Social & Community Services.

Inherent Requirements

Category A – This role has been assessed as a high risk and / or manual handling role. **Please refer to the attached Job Task Analysis (JTA) and Physical Health Assessment (PHA) for further information about the inherent requirements of the role.**

Council will make reasonable adjustments to support people in their work environment wherever reasonably practicable.

Applicants should declare any requirements via the Health Declaration form.

Variation to conditions of employment

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.