

Careers that make a difference

Position Description



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| Position Title | Early Childhood Teacher |
| Unit / Team | Support, Therapy, Education and Prevention/ Children's Centre |
| Reports to | Children's Centre Manager |
| Award/Agreement | Victorian Early Childhood Teachers and Educators Agreement 2020 and any Fair Work Commission approved replacement agreements. |
| Classification | Early Childhood Teacher Level 1.1 to 3.6 (determined by qualifications and experience) |
| Salary | Between \$34.05 and \$58.96 per hour depending on qualifications and experience, plus superannuation and casual loading. |
| Hours | Casual |
| Location | This position is based in Lakes Entrance. |

Gippsland Lakes Complete Health is one of rural Victoria's largest community health organisations, employing over 500 staff and 300 volunteers to deliver health and support services across East Gippsland.

Our vision is for our people and communities to live well. We do this by responding to current and emerging needs - delivering innovative services, information and assistance and collaborating with other health providers for greater impact.

Our purpose is to improve the health and wellbeing of the people of East Gippsland by providing health and social care. We provide these services from seven locations and via outreach to nearby and remote communities. Services include medical, allied health, aged and disability support and in-home services, family support and counselling, early education and childcare, and specialist health services.

As a not-for-profit organisation built on strong values since 1975, our people are our greatest asset. We have created a positive and supportive workplace with solid leadership and a communicative approach and offer flexibility, a healthy work-life balance, professional development, and career advancement opportunities.

Equity, diversity, and inclusion are at the core of who we are. We welcome all people irrespective of ethnicity, faith, sexual orientation and gender identity, and have established a safe and inclusive environment for staff and visitors. For more information about us, visit glch.org.au.

Our Values

Our work is informed by our values. We are:

| Compassionate | Inclusive | Courageous |
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| <ul style="list-style-type: none">• We are caring and kind to people and the planet• We work respectfully and with integrity• We build trust through listening and understanding. | <ul style="list-style-type: none">• We exist to support the health and wellbeing for everyone in our community• We celebrate and value diversity• We are ethical, honest, reliable and fair. | <ul style="list-style-type: none">• We are progressive and collaborative• We are creative and resourceful• We are not afraid to try new things for the benefit of our community. |



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Unit Profile

Our Children's Centre is part of the Support, Therapy, Education and Prevention (STEP) Unit. We provide care and education to children from infancy through to thirteen years of age, in a safe, secure and stimulating environment including:

- Full time, part time and casual care
- Before and after school care
- 3 and 4 year old funded kindergarten
- Care for children with special needs
- Excursions and incursions

We pride ourselves on offering unique programs such as Coastal Kinder, the Stephanie Alexander Kitchen Garden Program, and early intervention speech, language and fine motor programs.

Over 160 children are currently enrolled at the Centre. The Children's Centre is located on Coates Road, Lakes Entrance.

Position Summary

This position is responsible for the delivery of a kindergarten program that is stimulating, engaging and enhances children's learning and development. You must have completed a Bachelor of Early Childhood Education and be registered with Victorian Institute of Teaching (VIT).

This position requires you to be standing, walking and bending for the duration of your shift. A good level of physical fitness is required. You will also be required to drive the Centre's mini-bus (no special licence required).

Key Responsibilities

All key responsibilities are based on the National Law and Regulations, the Principles, Practices and Outcomes detailed in the Early Years Learning Framework (EYLF), Victorian Early Years Learning and Development Framework (VEYLDF), and Framework for School Aged Children (FSAC), the National Quality Framework (NQF), and the National Quality Standards (NQS).

- Deliver a quality education program that utilises a variety of teaching strategies including intentional teaching and reflective practice.
- Lead the team /room educators to plan, implement, assess and review a high quality and diverse educational program based on appropriate curriculum frameworks and with reference to the NQS, considering the developmental needs, interests and abilities of all the children attending the service.
- Deliver and support coastal kindergarten programs.
- Actively support every child to participate in the program and ensure that the program promotes children's agency, choices and influence.
- Promote the health and safety of all staff and children including effective health and hygiene practices; meeting all regulations relating to medical management plans, risk management plans and policies and procedures; and ensuring a safe and stimulating physical environment where all staff and children are protected from hazards or harm.



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- Develop and maintain respectful, supportive and collaborative relationships with children and their families.
- Work cooperatively and respectfully with other Centre educators and staff.
- Complete any administration requirements or data collection in a timely manner as required under the kindergarten funding guide, and organisation policies and procedures.
- Complete transition statements.
- Supervise workplace students and volunteers, as directed.
- Attend professional development opportunities and network meetings as appropriate or as directed by the Manager.
- Be ready, willing and qualified to act in the position of responsible person placed in day-to-day charge of service in the temporary absence of the nominated supervisor.
- Comply with relevant legislation and related GLCH policies, procedures and standards on health and safety at work.
- Other duties as directed.

Other Responsibilities (All Staff)

1. **Our Values:** We require all employees to act in a way that aligns with our values.
2. **Quality and Risk Management:** Actively participate and incorporate continuous quality improvement and sound risk management principles in all aspects of the role.
3. **Professional Development and Education:** Actively participate in relevant professional development and educational activities as required, including regular performance reviews.
4. **Workplace Health and Safety:** Carry out your duties in a manner that does not adversely affect your health and safety and that of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve health and safety.
5. **Diversity:** Recognise, value, and respect the diversity of our clients and staff and be inclusive of all community members. Promote accessibility and disability, Aboriginal reconciliation, and Rainbow Tick Accreditation.
6. **Teamwork:** Work proactively with all team members to support the organisation and its strategic aims.
7. **Compliance:** Adhere to all GLCH policies, procedures, and regulatory and legal requirements.

Position Requirements

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| Qualifications |
| <ul style="list-style-type: none"> • Bachelor of Early Childhood Education or ACEQCA approved qualification with VIT registration. |
| Essential Experience and Skills |
| <ul style="list-style-type: none"> • Demonstrated understanding of the Early Years Learning Framework (EYLF), National Quality Standards (NQS) and relevant legislation. • Demonstrated experience working with children in an early childhood setting. • Demonstrated experience planning and implementing incursions and excursions. • Demonstrated experience building a culture of reflective practice and continuous improvement. |
| Also required: |
| <ul style="list-style-type: none"> • Excellent written and verbal communication skills. |



- Well-developed interpersonal skills and the ability to communicate effectively with people from diverse organisations and communities.
- Ability to work both independently and cooperatively in a team environment.
- Demonstrated organisational skills with the ability to plan, organise, set priorities and meet deadlines.
- Attention to detail.
- A positive attitude with a customer service focus and problem-solving mindset. Be flexible, adaptable, and resilient.
- Sound computer skills (particularly in the Microsoft Office Suite) and a willingness to learn and adapt to technology platforms relevant to the role.
- Willingness to adhere to all GLCH policies, procedures, and regulatory and legal requirements.

Mandatory Checks, Certificates and Licenses

Employment in this role is subject to the following:

1. Satisfactory completion of a Police Check and Working with Children Check (GLCH to cover fees).
2. Evidence of current Victorian drivers licence.
3. Evidence of current practising certificate/s
4. Evidence of qualification.

Benefits of joining our team:

- 30% discount on childcare fees at the GLCH centre.
- Salary packaging benefits are offered to part-time and full-time employees. Packaging options include living expenses up to \$15,900 per year (rent, mortgage, credit card payments), meal entertainment benefits up to \$2,650 yearly, remote area housing, and novated leasing.
- Options to purchase additional annual leave.
- Employee Assistance Program (confidential counselling support and advice).
- Flexible working arrangements by negotiation.
- Professional development support.
- Free gym access (Lakes Entrance site).
- Corporate memberships for the local council-run gyms.

Additional Information

1. We are an equal opportunity employer.
2. Aboriginal and Torres Strait Islander people and those who speak languages other than English are encouraged to apply.
3. We are a child safe organisation and are committed to the safety, wellbeing, and inclusion of all children in accordance with the Child Safe Standards.
4. We are committed to aligning our practice, policies, and systems to the Multi-Agency Risk Assessment Management (MARAM) framework and recognising family violence as a health issue.
5. All ongoing part-time and full-time positions are subject to a 6 month probationary period.



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