

## Relief Early Childhood Teacher

27 October 2023

### Position Number

500169

### Directorate

Advocacy and Communities

### Department

Life Stages

### Reports to

Children's Services  
Coordinator

### Classification

Teacher (EEEE 2020)

### Employment Status

Casual

### Location

Mitchell Shire Kindergartens

### About the Role

The role of the Early Childhood Teachers is to develop and maintain an inclusive pedagogy that fosters a high quality, effective, and efficient Kindergarten service in cooperation with staff and families, Mitchell Shire Council and the Parent Advisory Group (PAG).

### Key Responsibility Areas

- Develop and implement a high-quality educational program consistent with the Practice Principles as outlined in:
  - Early Years Learning Framework (EYLF)
  - Victorian Early Years learning and Development Framework (VEYLDF)
  - National Quality Frameworks (NQF)
  - Education and Care Services National Regulations
  - Education and Care Services National Law 2011
  - Mitchell Shire Council's policies and procedures
  - Cultural perspective contextual framework(s)/plans
  - Ensuring all practice fosters the principles of the 11 Child Safe Standards
- Promote and foster collaborative partnerships with children, families, Aboriginal and Torres Strait Islander contextual frameworks/plans, educators, the PAG and specialist services and agencies
- Report and document data to comply with the MARAM Framework and Information Sharing reforms. Reporting to the Nominated Supervisor or Leader of Pedagogy and Quality before engaging in the Shared Information Process.
- In collaboration with the teaching team, develop, review, document, and display (if required) a kindergarten centre Philosophy, Quality Improvement Plan (QIP) and School Readiness Funding plan (SRF)

- Participate in the development and implementation of Aboriginal and Torres Strait Island cultural practice programs
- To guide and foster a culture of collaboration within the kindergarten environment to ensure the practice implementation of the Philosophy and Quality Improvement Plan (QIP)
- To engage with the menu items outlined in the Kindergarten School Readiness Funding plan
- Contribute to the overarching Early Years Management (EYM) Mitchell Kindergarten Service philosophy
- Observe and assess child learning data and use this to analyse and inform the development and the implementation of pedagogical practices to embed the educational program cycle
- Undertake and document reflective practice, and remain informed of current evident based theoretical knowledge supporting continuous pedagogical improvement within the field of early childhood education
- Carry out administrative functions and adhere to governance requirements
- Supervision and mentoring of educators and additional assistants through critical reflection and practice improvements
- Supervision of volunteers, student placements and any onsite contractors and/or essential service providers

### Other Duties

- Responsibilities and duties included in this position description are subject to the multi-skilling and job rotation provisions of the Mitchell Shire Council current Enterprise Agreement and or any supplementary agreements and where applicable the appropriate award.
- Early Childhood staff will be required from time to time to attend after hours meetings for collaboration and professional development. Such occasions will be paid at overtime rates

### About You

#### Key Selection Criteria

1. Demonstrated ability to plan and implement a high-quality educational program in accordance with EYLF, VEYLDF, NQF and SRF plan that meets the needs of children and families
2. Excellent interpersonal and communications skills, and cultural perspectives with a proven ability to engage with children and families
3. Proven ability to follow processes, multitask and provide a range of administrative functions
4. Demonstrated commitment to high quality professional development and reflective practice
5. Proven ability to support and mentor staff in pedagogical improvement and best practice
6. Current Working With Children Check and willingness to undertake a National Police Check
7. Current knowledge and understanding of the Child Safe Standards, and Information Sharing and MARAM reforms

### Pre-employment checks Required

- National Police Check
- Working with Children Check
- Mandatory Reporting
- Valid Victorian driver's license
- Approve First Aid Certificate
- MARAM Information Sharing

### About Mitchell Shire

All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

### Vision

As we grow, we will be leaders in protecting the environment and preserving the country feel and livability of our unique communities, with visionary planning for a cohesive, prosperous, safe, and healthy future.

### Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:



**Working Together**



**Respect**



**Customer Service Excellence**



**Accountability**



**Continuous Improvement**

### Structure

Mitchell Shire Council is broken into three Directorates being:

- Advocacy and Communities
- Economy, Growth and Infrastructure
- Organisational Performance

### Position requirements

#### Accountability and Extent of Authority

- Accountable to the Children's Services Coordinator who is responsible for the management and development of the Mitchell Kindergarten Service within State Government and sponsoring body policies
- Responsible for the professional operation of the Kindergarten and the quality of the program, accountable to DE and ACECQA

### Judgement and Decision Making

- Considerable creativity and originality is required to implement and deliver a comprehensive Kindergarten program
- Problem solving and program development based upon professional knowledge and through regular collaboration and consultation with other professionals

### Specialist Skills and Knowledge

- Thorough knowledge of the needs of young children and of the principles of early childhood care, development, and learning
- Thorough knowledge of the Early Years Learning Framework (EYLF), Victorian Early Years Learning and Development Framework (VEYLDF), National Quality Frameworks (NQF), and the Education and Care Services National Regulations, Education and Care Services National Law 2011 and Cultural perspective contextual framework(s)/plans
- The ability to provide a developmentally appropriate program for 3–6-year-old children in collaboration with families is essential
- Thorough knowledge of child protection processes and Child Safe Standards policies and procedures
- Thorough knowledge of appropriate first aid and emergency procedures

### Management Skills

- Ability to plan and organise own workload to achieve Department objectives within set timeframes
- An ability to record and maintain accurate information and records
- Knowledge of the principles of Equal Employment Opportunity and ability to follow Occupational Health and Safety practices

### Interpersonal Skills

- Integrity, trustworthiness, and professionalism
- Maintain confidentiality, both within the Kindergarten and in the community
- Well-developed teamwork and communication skills
- Advanced written and oral communication skills
- Ability to gain cooperation and assistance from staff, children, and their families
- Ability to resolve conflict situations
- Ability to write reports, newsletters, etc.
- Ability to lead the educational development of staff

### Qualifications and Experience

- Early Childhood Teaching Qualification as approved by ACECQA and recognised under the National Law, preferably 4-year trained
- ACECQA approved first Aid, CPR, Asthma and Anaphylaxis – ongoing renewal where required

- Early Childhood (protecting children) Mandatory Reporting and Other Obligations Certificate - ongoing renewal required
- Compliance with all directions and mandates under the Chief Health Officer and other State and Federal Government Department orders
- Recent teaching experience in a sessional Kindergarten setting is preferred

## Employee Acceptance

Employee Name:

Employee Signature:

Date:

