

Position Description:

Early Childhood Teacher

Title	Early Childhood Teacher
Business unit	Early Learning
Location	Wendouree
Employment type	Part time
Reports to	Service Leader/ Nominated Supervisor

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

The Early Childhood Teacher will be responsible for the operation of the Early Childhood Program. You will work as a member of a cooperative team.

Key functions include implementing a high quality developmentally appropriate, educational program for children with a commitment to active involvement of families and the local community. The program is to be developed in consultation with the Service Leader and the children attending.

The Early Childhood Teacher will ensure that the kindergarten meets the requirements of the DET Victorian Kindergarten Policy, Procedures and Funding Criteria, the Education and Care Services National Law Act 20120 and the Education and Care Services National Regulations 2011 and the policies and procedures of Uniting Victoria and Tasmania.

2. Scope

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- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
 - Ensure appropriate use of resources.
 - Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
 - Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
 - Identify opportunities to integrate and work collaboratively across teams.
 - Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
 - Promote a positive safety culture by contributing to health and safety consultation and communication.
 - Promptly respond to and report health and safety hazards, incidents and near misses to line management
 - Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) to position.
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Budget:

NIL

People:

- NIL
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3. Relationships

Internal

- Service Leader (Nominated Supervisor)
- Educators
- Early Learning Program Manager
- Uniting Educators and teams
- Senior Managers
- Quality Improvement team

External

- Children, families, and members of the community
 - Department of Education
 - Other Professionals
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4. Key responsibility areas

Service delivery

- Plan, implement and evaluate educational programs which are based on a sound knowledge of early childhood development and educational principles.
- Provide high quality inclusive programs which are based on recorded observations and interpretation of children's responses, need and interests.
- Show care, respect and commitment to confidently in all interactions with children, staff and families.
- Encourage parents to become involved in the program.

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- Provide information for families about the preschool program through discussions, displays, reports and newsletters.
- Work collaboratively with colleagues, other members of the profession and others in the community who contribute to the child's educational or developmental progress and wellbeing.
- Assess the developmental needs of children, including the need for referral to specialist services, and to provide information and advice to families.
- Provide information about enrolment and kindergarten education for prospective families.
- Ensure that kindergarten equipment is maintained and that materials are safely stored.
- Use principles of best practice to provide an innovative and responsive program.
- Staff are responsible for upholding consumer rights, privacy, confidentiality and informed consent.
- Respect the diverse needs of all community groups and individuals to ensure that their needs are met in an inclusive and sensitive manner.
- Other duties as directed.
- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed.
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

People and teams

- Establish, lead, coach and inspire an engaged and productive team.
- Lead the team in leading practices and effective process governance.
- Provide support, guidance, coaching, leadership, and empowerment to the team including feedback through performance reviews and regular supervision.
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships.
- Promote and maintain a positive, respectful and enthusiastic work environment.
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.

Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed.
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.

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- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
 - Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organization
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5. Performance indicators

The Early Childhood Teacher will lead the team to ensure quality programming is in place. You will coach and mentor the team to follow a clear planning cycle.

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| Outcomes | <ul style="list-style-type: none">• Early Childhood Teachers are valued and respected across teams. |
| Training support plan | <ul style="list-style-type: none">• Onsite site induction• Onsite support• Support and guidance from Service Leader• Online training and development• Access to training and development• Performance review and development plans will be conducted annually |
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6. Person specification

Qualifications

- Post-secondary qualifications in Early Childhood Education (three year minimum) as approved by the Australian Children's Education and Care Quality Authority.

Experience

- Demonstrated understanding of the National Quality Standards and continuous quality improvement processes.
- Demonstrated understanding and knowledge of early childhood development and education.
- Demonstrated understanding of the Early Years Learning and Development Frameworks and National Quality Framework.
- Demonstrated understanding of Child Safe Standards and Procedures
- Demonstrated ability to work collaboratively and positively across teams.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
 - Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
 - **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
 - Excellent communication and interpersonal skills particularly in relation to children, parents, other staff and the wider community.
 - Demonstrated ability to ensure confidentiality of information at all times.
 - Demonstrated ability to relate positively to a large range of people from diverse backgrounds.
 - Demonstrated ability to use computers efficiently including Word and Outlook.
 - Demonstrated ability to plan, work and manage time effectively without direct supervision.
 - Demonstrated ability to develop creative solutions to issues that arise within the community or workplace using community development principles.
 - Demonstrated leadership and self-motivation skills.
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7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

8. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:	<input type="text"/>
Signature:	<input type="text"/>
Date:	<input type="text"/>