

## Position Description

### Early Childhood Teacher

<b>Position Title:</b>	Early Childhood Teacher
<b>Reports to:</b>	Director of the Early Learning Centre
<b>Department:</b>	Junior School
<b>Campus:</b>	Warragul

#### About the Early Learning Centre Program

St Paul's values the special characteristics of children in the pre-school years which focuses on a sense of wellbeing and belonging, acknowledges the importance of relationships, recognises 'play' is central and provides enabling hands-on experiences.

The curriculum is formed through co-ordinating our long term objectives with our daily observations of individual children and the group as a whole. We plan activities based on these observations and discussions between staff and then implement and evaluate these activities in accordance with the Early Years Learning Framework.

#### Primary Purpose:

- The Early Childhood Teacher is responsible for designing and delivering a funded kindergarten program within the Early Learning Centre. Our programs operate within the Early Years Learning and Development Framework and are underpinned by a sound knowledge of child development and learning theories. The positive promotion of the ELC and the delivery of a quality program will be fundamental to this position.
- It is the responsibility of the Early Childhood Teacher to communicate with the community of St Paul's Early Learning Centre, in relation to any concerns or matters relating to the children, program or environment. The Teacher will also be expected to promote and publicise Early Learning Centre special events, contribute to Open Mornings and information sessions and identify any opportunities to further attract enrolments to the School.

The person will:

- Display a supportive and respectful attitude to children and their families.
- Develop understanding of the Reggio Emilia project promoting a strong image of the child, with staff, parents and the St Paul's community.
- Demonstrate best practice in developing children's thinking.
- Foster an environment that empowers children to convey their understandings through the many forms of expression.
- Encourage an ethos of collaboration and teamwork amongst the children, the staff and the parents.
- Ensure appropriate documentation is provided in regard to developing curriculum, assessment and making learning visible to parents and the community.

### **Major Activities**

1. Students
2. Parents
3. Staff
4. General Administration
5. Promotion and Publicity

### **Major Duties and Responsibilities:**

In addition, the Early Childhood Educator will be expected to:

#### **1. Students**

- Develop and implement a dynamic and effective Kindergarten program for ELC students
- Evaluate the kindergarten program offered to the children in consultation with parents and other team members
- Ensure that all legislated standards are adhered to in accordance with relevant regulatory bodies
- Welcome and Interview new families to the ELC
- Liaise with Junior School staff in the areas of Performing Arts, Visual Art, PE, Christian Studies and the Library in providing and documenting quality meaningful experiences
- Check tidiness of grounds and security of students
- Arrange transition for students into the ELC
- Contribute to the well-being of every student
- Ensure active, effective and efficient supervision and the safety of all children
- Create and/or monitor the development of ELC students' personal portfolios
- Monitor students' uniform and appearance
- Prepare students for transition from ELC to Prep
- Liaise closely with the Pre School Field Officer or other appropriate services when a 'child at risk' has been identified
- Monitor and practice appropriate safety and health procedures in line with the Children's Services Act 1996 and other relevant requirements

#### **2. Parents**

- Foster positive relationships with parents, accept and respect diversity
- Conduct tours of the ELC with the Head of Junior School for interested parents as required
- Attend and contribute to the planning of ELC special evenings/events
- Provide an opportunity for parent/teacher interviews
- Interpret the Kindergarten program to families and provide regular feedback to parents as to their child's development
- Prepare written transition reports for parents during Term 4

- Manage parent concerns and enquiries
- Attend parent functions relevant to the ELC or Junior School
- Keep ELC parents informed of events (in writing or by speaking at functions)
- Ensure present and future ELC parents are informed on all relevant matters
- Encourage parental involvement in ELC/School life

### **3. Staff**

- To facilitate the development of a co-operative team. Offer Guidance and direction to Co-educators.
- Ensure effective communication occurs with all staff
- Encourage and implement opportunities for professional development
- Work with Prep teachers on the transition of students from the ELC to Prep
- Ensure that all staff are aware of all School policies, procedures and codes of conduct
- Escalate any staff performance issues to Director of Early Learning Centre and Human Resources Manager as required

### **4. Promotion and Publicity**

- Attend special events as required
- Assist and be actively involved with “Information Sessions” and “Open Days”
- Speak at both internal and external School events as required ie; orientation, information and transition sessions

### **Child Protection**

The Kindergarten Teacher – ELC is responsible for understanding and applying the School's child safety policies and procedures including identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting including mandatory reporting and complying with the School's staff student boundaries.

The Kindergarten Teacher must be aware of issues relating to Aboriginal, cultural and linguistic diversity or disability, among students with whom they will have contact, in addressing child protection teaching and disclosures.

### **General**

- Actively support and promote the ethos and values of the School, as expressed in the School's Mission and Values Statement
- Other duties as requested by the Director of Early Learning and the Head of Junior School

### **Key Contacts**

#### **Internal**

Head of Junior School  
 Director of Early Learning Centre  
 Principal  
 Deputy Principal  
 Head of Admissions  
 ELC and Junior School Staff  
 Students  
 Parents

#### **External**

Regulatory bodies  
 ACECQA  
 ISV  
 Department of Education and Training

Other educational institutions  
Educational associations

### **Qualifications**

- Bachelor of Education (Early Childhood) or ACECQA approved equivalent
- Registered with the Victorian Institute of Teachers (VIT)
- Level II First Aid – including Anaphylaxis and Asthma Management (Asthma in Childcare) approved by DEECD for Early Childhood Settings

### **Information for Applicants**

St Paul's Anglican Grammar School is a multi-campus Independent School with campuses located in Warragul and Traralgon in West Gippsland.

The Warragul campus is approximately 100kms from Melbourne and the Traralgon Campus 175kms.

The School has approximately 1400 students and 240 staff across both locations.

The AITSL National Professional Standards for Teachers serve as a guide for our expectations for our School Leaders and teachers. Staff are expected to demonstrate strong ICT skills in teaching, communication and administration.

Staff at St Paul's Anglican Grammar School are expected to support the Anglican ethos of the School and be actively involved in school life including co- curricular activities.

We pride ourselves on the quality of teaching and learning at St Paul's. All teachers are involved in Professional Learning Programs (PLP), working together in small groups to enhance their students' learning outcomes whilst knowledge sharing. Staff are encouraged to attend external and internal Professional Development to enhance their teaching.

St Paul's has an Enterprise Bargaining Agreement which includes conditions of employment for teaching and non-teaching staff.

*Detailed information about St Paul's can be found on other parts of our website.*

### **Applications**

Electronic lodgement of applications is preferred. Email to [hr@stpaulsags.vic.edu.au](mailto:hr@stpaulsags.vic.edu.au).

Applications should include a cover letter, resume and the details of 2 referees and be addressed to:

Mrs Ann Wilson  
Human Resources Manager  
[hr@stpaulsags.vic.edu.au](mailto:hr@stpaulsags.vic.edu.au)

*Thank you for your interest in employment at St Paul's Anglican Grammar School.*