



bestchance is the operating name of Child & Family Care Network Inc.

POSITION DESCRIPTION

Position Title:	Preschool Teacher of a 3 Year Old Group
Reporting to:	Co-ordinator Kindergarten Cluster Program
Location:	Emmanuel Anglican Kindergarten
Date:	July 2008

Objectives:

- To develop and provide a high quality developmentally appropriate, educational program for the children for whom the Teacher is directly responsible. This program is to be developed in consultation with bestchance, the Primary Nominee and Kindergarten Cluster Co-ordinator and the parents of children attending and should be responsive to the needs of the community.
- To operate in a professional manner at all times, meeting the requirements of the *DHS / DEECD Preschool Program Policy, Procedures and Funding Criteria, the Children's services Regulations 1998, the Children's services Act 1996* and the policies and procedures of the preschool/ bestchance.

Responsibilities / Key Tasks:

1. General Responsibilities

- To work with bestchance and the preschool team at the centre, in the effective day to day management of the centre ensuring all applicable legislation and regulations are met.
- To maintain knowledge and understanding of, and at all times act in accordance with:
 - The Children's Services Regulations 1998
 - The Children's Services Act 1996
 - Occupational Health and Safety Act 1995
 - The Australian Early Childhood Code of Ethics
 - bestchance Child Family Care Policies and Procedures
 - The preschool's policies and procedures
- To work cooperatively with the Committee in the day to day management of the centre. This will include areas such as the planning of family participation programs, purchasing and maintaining equipment.

- To undertake all responsibilities associated with being a Nominee, and to act as the licensee's nominee to manage or control the preschool in the licensee's absence in accordance with the Children's Services Regulations and Act. (note when two teachers are employed at the one preschool, bestchance will nominate the teacher of the 4 year old children as the Primary Nominee but, requires that both should effectively act in this capacity with their respective groups)
- To act in accordance with the authority delegated by bestchance, in dealing with situations of an urgent nature, that requires immediate action, in order for the preschool to comply with the Children's Services Regulations and Act.
- To operate within the limits of any budget allocation.
- To be actively involved in any quality assurance program of bestchance or the preschool.
- To encourage enrolments and provide relevant written information and referral to an appropriate person, in accordance with the Enrolment Policy and Procedures, as specified by bestchance.
- To respect the confidentiality of information relating to parents and children and to comply with the bestchance Privacy Policy.
- Other duties as directed by bestchance peripheral to the position.
- To carry out emergency evacuation procedures and drills in consultation with preschool staff, and become familiar with the centre's fire extinguisher and first aid box positions.
- Maintain a high level of hygiene and safety.

2. Specific Responsibilities

2.1 Children

- To develop, in consultation with parents and preschool staff, an educational program, which, is appropriate to the individual developmental needs and interests of the children. The program will reflect bestchance and the preschool's policies, the needs of the community and be culturally appropriate.
- To ensure that a weekly or fortnightly program is in a written format which makes it understandable for families, the Committee of Management and other Early Childhood professionals.
- To develop, record and maintain specific objectives for individual children based on the regular written observation across all aspects of each child's development and to share this information with parents when requested by parents or where appropriate to do so.
- To liaise with the relevant support services, referring children when necessary.
- To link specific objectives for individual children into the program plan.
- To provide a healthy, safe, welcoming and stimulating environment and ensure that children for whom the position is responsible are supervised at all times and every reasonable precaution is taken to protect them from any hazard.
- To liaise with the teacher of the four year old groups and other agencies in relation to the further education of children.
- To discuss with the Assistant, the needs of families and children attending the centre so they can carry out their duties effectively.
- To accept children with additional needs and work in close liaison with DHS / DEECD, Preschool Field Officer (and any other agencies involved) on integration and support of additional needs children and their families.
- To attend to the physical, social and emotional needs of the children as required.

2.2 Parents

- To develop positive relationships and effective communication with families, based on mutual respect.
- To actively encourage parent involvement in developing and implementing the program at the preschool.
- To provide regular information about the program, the operation of the preschool and child development for parents in the form of newsletters, posters and notices.
- To communicate with parents on their child's development and progress at the preschool.
- Ensure interactions with children and families reflect bestchance and the preschool's Philosophy and Policies.
- To maintain confidentiality on all issues relating to children and families and to comply with bestchance and the Preschool's Privacy Policy.
- To ensure that new families are appropriately enrolled and orientated at the centre.
- Relate sensitively, approaching each child & family with equity regardless of differences in ability, ethnic or family culture, and religious or political background.

2.3 Staff

- To work as a member of a cooperative and professional team to maintain and continuously improve the standard of the service at the centre.
- Contribute to an atmosphere of trust and professional respect through an attitude of openness, tolerance, constructive conflict resolution processes and maintenance of confidentiality.
- To share with other staff the housekeeping tasks of preparation, hygiene, safety and packing away related to the program.
- To be responsible for informing bestchance of any arising issues within the centre relating to the children, staff, DHS / DEECD regulations and the Committee of Management.
- To work cooperatively with bestchance's Kindergarten Cluster Co-ordinator and all staff to ensure the preschool operates in a safe work environment and that staff follow safe work practices including when lifting heavy objects.
- To participate in bestchance's annual Performance Development Review Program.
- To propose relevant professional development and training needs, and to attend and participate in all staff meetings and professional development activities, as approved or requested by bestchance and as specified by the MECA Award. To remain aware of current early childhood developments and issues.
- To participate in the orientation and formal appraisal of staff for whom the position is responsible, if requested by bestchance.
- To accurately and promptly communicate all messages and report all issues to the relevant staff, or in their absence, to bestchance.

2.4 Committee

- To work in a cooperative and respectful manner with the Committee ensuring open communication on issues pertaining to the preschool.
- To prepare written reports concerning the educational program and any issues relating to the preschool for bestchance as required. These reports are to provide an appropriate evaluation of the operation of the preschool.
- To attend and contribute to Committee meetings as required by the preschool.
- To make recommendations as part of a team to the Committee on equipment and materials needed and to purchase approved supplies, as required.
- To act professionally towards resolution of any conflict that may arise.

2.5 bestchance

- To attend meetings when required, outside normal working hours, with appropriate notice and remuneration in accordance with the Award, if directed by bestchance.

Performance Indicators:

- To plan, implement and evaluate a high quality developmentally appropriate kindergarten program.
- To work co-operatively with other preschool staff and carry out responsibilities and tasks as outlined above, in an enthusiastic and professional manner.
- To interact positively and proactively with children and parents.
- To maintain knowledge of, and act in accordance with all regulations and policies.

Selection Criteria:

1. Specialist Skills and Knowledge

- A sound understanding and knowledge of early childhood development and education and of the Children's Services Regulations 1998
- The ability to develop, document and implement a developmentally appropriate education program suitable for the individual and group needs of children that reflects the needs of the families enrolled.
- Ability to plan, work and manage time effectively without direct supervision.

2. Interpersonal Skills

- Excellent interpersonal skills and an ability to communicate in a clear and informative manner with bestchance, the Committee, parents, other staff and professionals.
- Ability to work in a cooperative, flexible and professional manner with children, parents, Committee and staff.
- Ability to separate the personal from the professional and seek an understanding of other's points of view
- An ability to ensure confidentiality of information.
- An ability to manage issues and differing points of view within the team in a positive and constructive manner.
- Well developed self motivation skills.

Accountability and Extent of Authority:

- For employment and performance issues, the Teacher is directly accountable to bestchance's Kindergarten Cluster Coordinator.
- For all day to day issues, the Teacher is directly accountable to the individual preschool's Primary Nominee and the Committee of Management.
- The Teacher is responsible for the delegation of duties to the preschool assistant and ensuring that he or she is aware of the current program objectives and how they relate to individual children.
- The Teacher has the authority to take such action as is necessary to ensure health and safety of children and their families is maintained within the preschool and on approved activities outside the preschool.
- The Teacher is responsible for the supervision of the children in his/ her program.

- The Teacher is responsible for participating in team discussions, matters relevant to the educational program and its impact on the operation of the preschool.
- The Teacher is responsible for ensuring that all responsibilities and duties in the position description are implemented.

Organisational information:

This position is within the Kindergarten Cluster Program and as such all employees are managed by bestchance. Professional Development, employment guidance and payroll services are provided by bestchance.

Please see www.bestchance.org.au for further information about **bestchance** Child Family Care.

bestchance is an equal opportunity employer and has a smoke free environment in its buildings and motor vehicles.

Conditions:

Employment conditions are as specified in the **MECA 2005**.

This is a part time position, working 20 hours per week, 10 hours of which are contact time.

The contact time is as follows:

Monday	1.30pm – 4.00pm
Wed / Thu / Fri	8.30am – 11.00am.

The 10 hours non-contact time can be arranged in negotiation with the Coordinator of the Kindergarten Cluster.

Commencement of employment is conditional upon the teacher holding suitable qualifications for a teacher as stated in the *DHS Preschool Program Policy, Procedures and Funding Criteria*; a satisfactory police records check and confirmation that you hold or have applied for (at a cost to you of \$71.70) a Victorian *Working With Children Check*; and appropriate first aid certification as per the *Children's Services Regulations 1998*. This must be kept current at all times. Positions covered by this Award are subject to a 12 week probationary period.

The pay rate offered on commencement will be according to the MECA 2005.