



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

Position Description Early Childhood Teacher

Position details	
Position title:	Early Childhood Teacher <ul style="list-style-type: none"> ○ Educational Leader yes/no ○ Nominated Supervisor yes/no ○ Certified Supervisor yes/no
Reports to:	Early Years Consultant
Location:	bestchance Early Years Managed Kindergarten
Program:	Early Years Management
Employment type:	Current VECTEA
bestchance Context	
<p>bestchance Child Family Care is an independent, not-for-profit, community organisation. Administrative offices are located in Glen Waverley. The Early Years Management office and team is located there.</p> <p>bestchance adopts an innovative and holistic approach to assisting young children and families by integrating a range of specialist family oriented educational and welfare community services</p> <p>bestchance manages a cluster of kindergartens throughout the eastern regions of Melbourne</p> <p>Refer to www.bestchance.org.au for further information about bestchance Child Family Care.</p> <p>bestchance is a child safe and equal opportunity employer, and all work places are smoke free environments.</p>	
Child Safe Standards	
<p>bestchance confirms the commitment of all bestchance employees, volunteers, Family Day Care Educators and contractors to ensure a safe environment for all children:-</p> <ul style="list-style-type: none"> ● bestchance is committed to the safety and wellbeing of all children; ● bestchance has a zero tolerance of child abuse; ● we support children's right to safety; and ● will act without hesitation to ensure a child safe environment is maintained. <p>It is mandatory for any Teachers registered to teach or who have permission to teach pursuant to the Education and Training Reform Act 2006 (Vic), Principals of government and non-government schools, registered medical practitioners, nurses and all members of the police force to report physical and/or sexual abuse against children. Any adult is mandated to report sexual offences against a child under the age of 16. It is a criminal offence for all adults who fail to disclose child sexual abuse to police. The new offence (27/10/2014) applies to all adults, not just those mandated to report.</p> <p>All bestchance employees, volunteers, Family Day Care Educators and contractors must abide by the following:-</p> <ul style="list-style-type: none"> ● Child Safe Policy and Procedure ● Child Safety Code of Conduct ● Child Protection Policy ● Reportable Conduct Scheme Policy 	

Use a strength-based, family-centred approach to deliver an education and care program appropriate to the individual needs of children and families. In particular:

- Implement and deliver high quality children's programs responding to individual strengths and interests of children using an approved curriculum framework as the platform for planning, practice, evaluation and reflection
- Ensure kindergarten operations comply with applicable legislation and with **bestchance** philosophy, policies and procedures, ensuring that confidentiality is maintained at all times
- Actively contribute to processes and practices that support service delivery
- Work with other educators to develop and maintain a range of strategies for reciprocal communication with family service staff and other key stakeholders
- Build on current best practice and identify new and creative ways to improve the quality of early childhood education and care in the service
- Develop and maintain strong and effective partnerships with external stakeholders
- Promote the service to local schools, other health and education services, Maternal and Child Health services and other community based services
- Advocate for early childhood education and care programs and support inclusion, access and participation of all children and families.
- Demonstrate and promote strength based practices within the team
- Work in partnership with families in order to reflect upon the whole child in the context of the family, culture and community
- Create and maintain a safe setting that enhances children's autonomy, initiative, self-worth and dignity
- Fulfil the role of Nominated Supervisor and/or Educational Leader as required by bestchance. Undertake to register for Child Care Benefit (CCB) as required by bestchance.
- Attend Committee meetings, Annual General Meetings, Open Days, family evenings and any other events relevant to the role as required by bestchance.
- Ensure expenditure within budget guidelines

Responsibilities

Legislative, Accreditation and Organisation Requirements

Ensure activities within the area of responsibility comply with:

- The Education and Care Services National Regulations 2011
- The Education and Care Services National Act 2010
- Occupational Health and Safety Act 2004
- The Australian Early Childhood Code of Ethics
- **bestchance** Child Family Care Policies and Procedures, in particular Behaviour Guidance procedure, Child Abuse Prevention procedure, Privacy and Confidentiality procedure and the Kindergarten
- Cluster Educator Handbook
- **bestchance** People Principles

- Development and monitoring of the Quality Improvement Plan

Additional responsibilities/requirements to position objectives

Use a strength-based, family-centred approach to deliver an education and care program appropriate to the individual needs of children and families. In particular;

Child focused program delivery

- Using approved learning frameworks and the EYLF planning cycle to plan, implement and evaluate high quality kindergarten programs for individuals and groups based on the needs, strengths and interests of children
- Adhere to **bestchance** program planning expectations when planning and implementing educational programs for children
- Review and update kindergarten programs, ensuring program outcomes meet children's needs and are understood by families and other early childhood professionals
- Gather and reflect on data about each child. Develop and maintain individual progress records of all enrolled children linking observed behaviours and outcomes to programming objectives and approved learning frameworks
- Provide a stimulating, aesthetically pleasing environment which challenges and engages children, both indoors and outside that encourages children to take responsibility for their own learning
- Attend to the physical, social and emotional needs of the children and refer children and families to relevant support services as required. Use strength based practice at all times
- Work in close liaison with **bestchance** regarding the educational program and the inclusion and support of children with additional needs and their families with a view to increasing and supporting the participation of vulnerable children and families
- Appropriately consult with and utilise external agencies regarding children with additional needs and their families.
- Practice personal reflection of work undertaken with children
- Use a range of technologies, methods, resources and material to implement interesting and stimulating learning environments
- Appropriately consult with and utilize external agencies regarding children with additional needs and their families

Relationships with Families

- Using a family centred approach, acknowledge families as the primary agents of their child's development and the pivotal role of families in children's lives
- Ensure a welcoming environment where all families are encouraged to participate in and contribute to their child's learning and development and provide regular information to families on their child's development and progress
- Relate sensitively, approaching each child and family with equity
- Ensure all interactions with children and families reflect the bestchance Early Years Management philosophy, people principles and policies
- Implement innovative and inclusive ways of acknowledging diversity within the community to improve service delivery
- Actively seek to develop partnerships which create greater coherence in practice and shared language amongst early childhood and school professionals and other professionals involved in children's learning
- Provide regular program information and feedback to families using a variety of methods including email, newsletters, posters and notices as required
- Respond to concerns in a timely manner and refer significant and /or unresolved issues to the Early Years Management team as appropriate
- Respect the confidentiality of information relating to parents and children.

Relationship with Parent Advisory Group

- Present the **bestchance** organisation positively in all interactions with the Parent Advisory Group.

Teamwork

- Plan with all team members to promote collaborative teaching and continuity of learning for children
- Work with colleagues and other agencies to maintain professional approaches to work, ensuring standards of performance reflect the **bestchance** philosophy, policies and procedures and ensure confidentiality in all aspects of kindergarten operations
- Attend regular meetings to promote cooperative team work within the kindergarten and address relevant issues
- Contribute to an atmosphere of trust and professional respect through an attitude of openness, tolerance, constructive conflict resolution processes and maintenance of confidentiality
- Attend staff meetings and any professional training sessions identified by the **bestchance** Early Years Management Team
- Accurately and promptly communicate all messages and report all issues to the **bestchance** Early Years Management Team

Risk Management

- Carry out building, equipment and security checks and report all health and safety risks as required by **bestchance**
- Develop and maintain all documentation related to Emergency Management and enact all appropriate procedures
- Ensure the service is maintained to a high level of hygiene and safety, and ensure routine OHS tasks are carried out.
- Ensure the kindergarten is clean, inviting and stimulating, has a safe and healthy environment and that children are supervised at all times and protected from all hazards.
- Report any issues regarding health, safety and wellbeing of children to the Early Years Management Team within required Department of Education and Training timelines
- Implement practices that ensure compliance within budget limitations, health and safety and quality assurance standards and regulatory compliance

bestchance

- Work in a cooperative and respectful manner with other **bestchance** staff, ensuring open communication on issues pertaining to the kindergarten
- Respond professionally towards resolution of any conflict that may arise
- Attend meetings and professional development when required, outside normal working hours, with appropriate notice and remuneration in accordance with the Agreement, if directed by **bestchance**

May be responsible for supervising and/or supporting a volunteer who is assisting in the program

Qualifications and Experience

- Degree in Early Childhood or equivalent recognised by ACECQA
- A satisfactory current Criminal Check and a current Working With Children Check
- Current First Aid, Anaphylaxis, Auto-Immune Device, asthma and CPR training
- Demonstrated experience in a kindergarten environment, working within strength-based and family centred approach
- Competent in using Microsoft word and Outlook

Key Selection Criteria

The following are the core competencies required to take the key responsibilities of the position Teacher Educator and are the primary basis for short listing and selection of preferred candidates

- Demonstrated knowledge and ability to plan, provide and evaluate an inclusive child centred play-based program, supportive of children's interests and strengths and aligned to approved frameworks and best practice in early childhood pedagogy
- Current knowledge of early childhood education theory and practice
- Strong interpersonal skills; ability to communicate effectively with children, families and professionals
- Demonstrated ability to effectively lead and motivate staff, and to work as part of a team
- Sound time management and administrative skills
- Demonstrated ability to form effective partnerships with other professionals and the local community
- Professional attitude and presentation
- Personal qualities aligned to **bestchance** People Principles:
 - Behave honestly and with integrity
 - Treat people with integrity and respect
 - Work in a holistic and collaborative manner
 - Respect authority and the law and act accordingly
 - Use the resources of **bestchance** responsibly and in the best interests of the organisation and its reputation
 - Be responsible for their actions and accountable for their consequences

Position Dimensions

Liaisons

- **bestchance** Early Years Advisors and Early Years Management team
- Kindergarten educators
- Local council
- Primary school stakeholders and educators
- Families accessing the kindergarten
- Professionals involved in service delivery for children with additional needs

I acknowledge receipt of a copy of this Position Description as an enclosure with **bestchance's** letter of offer.

Name: _____

Signed: _____ Dated: _____

Educational Leader role (Attachment 1)

At **bestchance** the educational leader is supported by an Early Years Management team member who undertakes a people management role along with a pedagogical leadership and mentoring role.

The most effective educational leader views their role as collegial and seeks to play an integral role in mentoring, guiding and supporting educators. As part of continuous improvement, the educational leader considers what strategies are needed to improve the educational program in the approved service.

Strategies and tasks include:

- Leading and being part of reflective discussions and staff meetings about practice and implementing the learning framework
- Mentoring other educators by leading quality practice, keeping up to date with current curriculum knowledge and research and providing relevant research and information to the team
- Discussing routines and how to make them more effective learning experiences
- Observing children and educator interactions, and making suggestions on how to improve interactions and intentional teaching
- Talking to parents about the educational program
- Working with other early childhood professionals such as maternal and child health nurses and early childhood intervention specialists and the bestchance Parent Advisory Group
- Considering how the program can be linked to the community by working with other community services and groups such as Aboriginal Elders
- Establishing systems across the service to ensure there is continuity of learning when children change room or attend other services, and then in their transition to school
- Assisting with documenting children's learning and how these assessments can inform curriculum decision making.
- Working collaboratively with the Nominated Supervisor for quality improvement within the kindergarten and the development and monitoring of the QIP documentation

Nominated Supervisor role (Attachment 2)

At **bestchance** the nominated supervisor role is supported by an Early Years Management team member who undertakes a people management role along with a pedagogical leadership and mentoring role.

Strategies and tasks include:

- Providing effective leadership in the development and implementation of a high quality early childhood service
- Ensuring adherence to all regulatory and administrative requirements of the service, complying with the Education and Services National Regulations (2011) and the Education and Care Services National Law (2010)
- Ensuring quality improvement is continuous through the development and monitoring of the Quality Improvement Plan in collaboration with the Educational Leader

As the person with responsibility for the day-to-day management of an Approved Service, a Nominated Supervisor has a range of responsibilities including:

Educational programs

- Ensuring educational programs are:
 - Based on and delivered in accordance with an approved learning framework
 - Based on the developmental needs, interests and experiences of each child
 - Designed to take into account the individual differences of each child

Supervision and safety of children

- Ensuring children are adequately supervised, are not subject to inappropriate discipline, and are protected from harms and hazards Entry to and exit from the premises
- Ensuring child related incidents are reported promptly to the Quality and Risk team for review and follow up
- That child safe incidents are reported in accordance with the Child Safe Policy and Procedure
- Ensuring children do not leave the education and care service premises except in accordance with the National Regulations (for example, with a parent, on an authorised excursion, or for emergency medical treatment)
- Ensuring that a parent of a child being educated and cared for by the service may enter the service premises at any time when the child is being educated and cared for by the service—except when:
 - Permitting entry would pose a risk to the safety of the children and staff or conflict with the duty of the supervisor under the National Law, or
 - The supervisor is aware the parent is prohibited by a court order from having contact with the child and ensuring an unauthorised person (as defined in the National Law) is not at the service while children are present unless the person is under direct supervision

Food and beverages

- Ensuring adequate health and hygiene practices and safe practices for handling, preparing and storing food are implemented at the service to minimise risks to children
- Ensuring children being cared for by the service have access to safe drinking water at all times and are offered food and beverages on a regular basis throughout the day
- Ensuring that, where food and beverages are supplied by the service, they are:
 - Nutritious and adequate in quantity
 - Chosen with regard to the dietary requirements of individual children
- Ensuring that, where food and beverages are provided by the service, a weekly menu that accurately describes the food and beverages to be provided is displayed at the premises in a location accessible to parents

Administration of medication

- Ensuring that medication is not administered to a child being cared for by the service unless the administration is authorised (except in the case of anaphylaxis or asthma emergency) and is administered in accordance with the National Regulations
- Where medication is administered to a child without authorisation in a case of an anaphylaxis or asthma emergency, ensuring that a parent of the child and emergency services are notified as soon as practicable 2 Nominated Supervisors

Prescription and non-prescription drugs and alcohol

- Ensuring that while educating and caring for children at the service, no educator may consume alcohol or be affected by alcohol or drugs (including prescription medication) so as to impair their capacity to supervise or provide education and care to children

Sleep and rest

- Taking reasonable steps to ensure that the needs for sleep and rest of children are met, having regard to the ages, development stages and individual needs of children

Excursions

- Ensuring that a risk assessment is conducted before an excursion in accordance with the National Regulations, and specifically that the risk assessment is conducted and agreed upon by **bestchance** before authorisation is sought to take a child on the excursion

Staffing

- Ensuring the prescribed educator to child ratios are met and each educator at the service meets the qualification requirements relevant to the educator's role.
- Ensuring that the requirement to display details about the service's Nominated Supervisor is displayed in a place where it is clearly visible to anyone from the main entrance to the education and care service premises.