

POSITION DESCRIPTION

Date	February 2020
Position Title	Early Childhood Teacher
Reports to	Early Years Manager
Department	Early Years

ORGANISATIONAL CONTEXT

bestchance Child Family Care is an independent, not-for-profit, community organisation with offices in Glen Waverley, Bayswater and Pakenham, Victoria, Australia.

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. The range of programs delivered include Early Childhood Education and Care (ECEC) Family Day Care, Kindergarten, Child Care; Children's Therapy, Parent and Child Support, Training, Community Support and Cheshire, an independent, specialist primary school for children with social, emotional and learning difficulties.

These programs recognise that the early years of a child's life are the most formative and influential and we strive to adhere to the principles of 'best practice'. This commitment ensures that families are, at all times, respected as the experts on their children and supported in an environment that is strength based and family centred.

bestchance also works in partnership with families in managing a number of kindergartens under its Early Years Management Program.

bestchance is committed to implementing and adhering to the Child Safe standards including the development and implementation of people practices that reduce the chance of child abuse within the organisation, for which we advocate zero tolerance.

Health safety and wellbeing first, is an expectation of all, where staff implement local work instruction and processes aligned to organisation requirements and are accountable for their own safety and safety of others.

PURPOSE

For all children, families and individuals to thrive in their community.

VISION

Inclusion we include everyone regardless of their background, needs or circumstances

Care We nourish and nurture resilient relationships

Education We develop skills and knowledge to build capacity and resilience.

VALUES

Humility we focus on listening to better understand and meet needs

High Expectations we have high aspirations for our client outcomes and for the calibre of our services and staff

Innovation we embrace change based on critical reflection

Curiosity we seek new understandings and knowledge

Evidence we seek and generate evidence to evaluate and improve our programs

Challenge we look beyond the immediate to achieve different results

CHILD SAFE STANDARDS

bestchance confirms the commitment of all bestchance employees, volunteers, Family Day Care Educators and contractors to ensure a safe environment for all children:-

- 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.

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.

All bestchance employees, volunteers, Family Day Care Educators and contractors must abide by the following:-

- 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

KEY RESULT AREAS AND 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

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

REQUIRED EXPERIENCE AND QUALIFICATIONS

- 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

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

Name: _____ Signature: _____ Date: _____