



| Position Description | | | |
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| Position Title: | Early Childhood Teacher | | |
| Business Unit: | Education | | |
| Location: | Various | | |
| Reports to: | General Manager Operations and Educational Leader | | |
| Employment Type: | Part Time or Casual | Hours: | As per Employment Agreement |
| Approval: | CEO | Date: | October 2020 |

About GEKA:

As a not-for-profit early year's organisation, GEKA's historical roots are grounded in the belief that our purpose is to provide exceptional management and high-quality service provision to the community. Our current offerings include kindergarten programs, holiday care, inclusion and education support and the delivery of professional development.

GEKA are committed to being an employer of choice and the ongoing development of our people.

Further information about GEKA can be found by visiting <https://geka.org.au/>

GEKA Vision: To be the leading provider of innovative, professional, inclusive Early Years education that fosters a lifelong love of learning.

GEKA Values: Respect, Authenticity, Integrity, Community, Celebration.

Position Summary and Context

Early Childhood Teachers will:

- Use their extensive knowledge of current early childhood pedagogy, child development and innovative practices to develop and implement high quality, individualised early childhood programs that are responsive to community needs
- Collaborate with children, families and colleagues/management to develop a flexible, emergent curriculum with a strength-based approach
- Lead the planning, implementation and evaluation of innovative and inclusive programs informed by the National and Victorian Early Years Learning Frameworks and the National Quality Standards
- Foster a flexible, calm and responsive environment
- Be responsible for the ongoing documentation of individual children's learning and ensuring it remains current
- Lead the development of the Kindergarten Quality Improvement Plan
- Ensure the provision of a rich learning environment that is maintained in a safe, stimulating and educationally appropriate condition
- Maintain current knowledge of the Early Childhood sector by demonstrating reflective practices and

- committing to ongoing Professional Development (at times outside of contracted hours)
- Provide leadership and mentoring to early childhood educators across the GEKA community
- Be solution focused in the resolution of any issues
- Have a sound knowledge of GEKA policy and procedures
- Perform duties in consultation with colleagues and management, show initiative and be proactive wherever possible

Relationships

| Internal Relationships | External Relationships |
|---|--|
| <ul style="list-style-type: none"> GEKA Management GEKA Leaders GEKA Teachers and Educators GEKA Office Staff | <ul style="list-style-type: none"> Local and wider community GEKA children and families External educational/support staff Allied health professionals Contractors Volunteers/students Department of Education & Training |

Key Responsibility Areas

Child-Focused Educational Program

- Use extensive knowledge of current early childhood pedagogy, child development and innovative practices to lead, develop and implement high quality, individualised early childhood programs that are responsive to community needs and based on the approved learning frameworks
- Create a stimulating, flexible and aesthetically pleasing environment, which challenges and engages children, both indoors and outdoors, and encourages children to contribute to their own learning
- Attend to the physical, social, spiritual and emotional needs of children and connect children and families to relevant support services within and external to GEKA
- Support all children with opportunities to reach their full potential
- Generate reports and documentation in an accurate, professional and timely manner within and external to GEKA
- Provide regular program information and feedback to families using a variety of channels including newsletters, FlexiSchools and notices as required

Relationships with Stakeholders and Community

- 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
- Provide regular information, support and opportunities for families to discuss their child's development and progress
- Relate sensitively to people, approaching each child and family with equity
- Ensure interactions with children, families, colleagues and management that reflect the GEKA philosophy, policies, procedures and values
- Embed culturally sensitive practices
- Actively seek to develop partnerships which create cohesiveness in practice and shared language amongst colleagues, management and other early childhood professionals involved in children's learning
- Maintain confidentiality on all issues relating to children and families, complying with the GEKA Privacy and Confidentiality Policy
- Represent and present GEKA positively in all interactions with the early childhood sector, families, local schools, the broader community and the Volunteer Parent Advisory Group

Professional Practice

- Work as a member of a cooperative and professional team to maintain and continuously improve the standard of service offered
- Contribute to an atmosphere of trust and professional respect through an attitude of openness, tolerance, solution focused conflict resolution whilst respecting confidentiality
- Be actively involved in the self-reflection and development of the Quality Improvement Plan to support the Assessment and Rating process for the service
- Provide leadership, support and supervision to colleagues, students and volunteers
- Embed and role model practices that reflect a knowledge of and commitment to all GEKA policies and procedures
- Actively contribute to staff meetings and professional development provided by GEKA and the early childhood sector

Compliance and Risk Management

- Complete daily, weekly and annual safety checks and report all Workplace Health and Safety hazards and incidents to GEKA Management
- Lead processes, practices and documentation related to Emergency Management Responses (lockdown, evacuation, lock out etc.)
- Accurately and promptly communicate all serious incidents, complaints and issues to GEKA Leaders/Management
- Ensure the service is maintained to a high level of hygiene and safety and ensure routine WHS tasks are performed as required
- Ensure the kindergarten is clean, safe and inviting, with effective supervision in place to ensure children's safety
- Report any issues regarding the health, safety and wellbeing of children to GEKA Management within required mandatory reporting timelines and in line with GEKA policy
- Implement practices that ensure compliance within budget limitations, WHS, Assessment and Rating standards, GEKA policy and regulatory compliance
- Actively assess the environment for risk and manage compliance in line with the Education and Care Services National Regulations 2011 and Education and Care Services National Law Act 2010

Key Selection Criteria (KSC):

Essential KSC:

- An Early Childhood Education degree or equivalent, as approved by the Australian Children's Education & Care Quality Authority (ACECQA)
- Must hold a valid and current VIT registration (provisional or full registration)
- Must hold a valid and current First Aid (Level 004), CPR and Child Protection certificates
- Demonstrated knowledge of current best practice that is reflective of the approved National Quality Framework, Education and Care Services National Regulations 2011 and Education and Care Services National Law Act 2010
- Awareness and understanding of the National Quality Standards
- Demonstrated knowledge and ability to lead a team to deliver high quality education
- Excellent interpersonal and communication skills (both written and oral) and confidence to engage with a diverse range of people
- Demonstrated ability to be solution focused in thinking and practice
- Experience in leading and mentoring individuals and teams

Desirable KSC:

- Drivers licence and ability to work across multiple GEKA services
- Availability to work a minimum 3 days per week

Workplace Health and Safety

All staff are required to take reasonable care of their own health and safety and that of other personnel who may be directly affected by their conduct. <https://geka.org.au/policies/>

We are a child safe organisation

GEKA 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 GEKA is subject to a satisfactory national (and international where relevant) police check and Working with Children Check prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

Acceptance of Position Description

I accept the terms of this position description in accordance with the offer of employment with Glen Eira Kindergarten Association Inc. (GEKA). I accept the responsibilities, expectations and duties outlined in this position description.

Signature of Employee

Date

Signature of GEKA Leader/Manager

Date