



POSITION DESCRIPTION

EARLY CHILDHOOD TEACHER



POSITION OBJECTIVES

The role of an Early Childhood Educator is to facilitate, support and enhance development and learning of both 3-4 and 4-5 year olds through the implementation of the Reggio Emilia approach to early childhood.

KEY RESPONSIBILITIES

Leadership and management	<ul style="list-style-type: none"> • Be responsible for the achievement of the College vision and goals through the development and delivery of high quality teaching and learning outcomes for all children • Embrace and enhance the position of the College as a leading provider of education • Exercise discretion and confidentiality in regards to information • Establish and maintain a supportive school environment • Have a broad knowledge of the life of the College, detailed awareness of individual children and a willingness to give of oneself rather than simply giving of one's time
Teaching and Learning	<ul style="list-style-type: none"> • Help to deliver a stimulating learning environment by using a variety of styles and approaches to cater for children's individual learning needs • Provide reflective documentation of programs • Work as a team to assist in the planning and implementation of an outstanding, challenging and supportive learning program based on developmentally appropriate practices • Maintain thorough records for each child including behaviour and learning experiences • Promote and provide for opportunities for all children to develop an understanding of his/her own self-worth and relationship to the world which allow the children to experience Christian celebrations such as Christmas and Easter within the Catholic tradition • Develop and maintain cooperative, supportive and professional relationships with parents at all times • Assist in facilitating links with local universities and work with student teachers throughout the year • Develop and maintain relationships and open communication with parents, colleagues and students • Implement strategies and expectations which promote a positive learning environment • Oversee the revision and care of relevant equipment, materials and first aid requirements • Perform other duties as appropriate to the position and assigned by Head of Early Learning Centre
Curriculum Engagement	<ul style="list-style-type: none"> • Create, evaluate and maintain online resources to enrich the curriculum in line with Early Years Learning Framework (EYLF) and the Victorian Early Years Learning and Development Framework (VEYLDF) • Work with colleagues to review current teaching and learning progress using student feedback and assessment data
Child Safety	<ul style="list-style-type: none"> • Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety • Provide children with a child-safe environment • Proactively monitor and support children's physical and mental wellbeing • Undertake regular training and professional development in Child Safety

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KEY RESPONSIBILITIES

Professional development	<ul style="list-style-type: none">• Commit to ongoing professional development in your area of work• Be open to researching areas of interest relevant to directions provided in the school's strategic plan• Continue development of ICT skills as technologies evolve• Be an active member of a relevant professional association• Support collegial learning by acting as a mentor and supporting student teachers
General Duties	<ul style="list-style-type: none">• Abide by the EREA Code of Conduct• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures• Attend school meetings, conferences and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal• Be available on call during the term break and other 'out of school hours' times for emergency situations that may arise• Other duties as directed by the Head of the Early Learning Centre and Director of Glendalough• The College reserves the right to alter this position description as required to reflect emerging priorities

SELECTION CRITERIA

Commitment to Catholic Education	<ul style="list-style-type: none">• A demonstrated understanding of the ethos of a Catholic school and its mission• A demonstrated understanding of the mission and vision of the College
Commitment to Child Safety	<ul style="list-style-type: none">• A demonstrated understanding of child safety• A demonstrated understanding of appropriate behaviours when engaging with children• Be a suitable person to engage in child-connected work• Must hold or be willing to acquire a Working with Children Check Card and must be willing to undergo a National Police Record Check
Education and Experience	Essential <ul style="list-style-type: none">• Bachelor of Early Childhood Education• Proven expertise and knowledge the Reggio Emilia Educational Project and also Howard Gardiner's Multiple Intelligences• Passion and commitment for delivering a high quality education to young children• A demonstrated ability to develop and foster a positive learning environment for all children and families• A thorough understanding of the Victorian Early Years Learning and Development Framework (VEYLDF) and knowledge of the Early Years Learning Framework (EYLF) and National Quality Standards (NQS)• Current Teaching Registration (Victorian Institute of Teaching)• Current First Aid Certification (Asthma and Anaphylaxis accredited)
Skills and Attributes	<ul style="list-style-type: none">• Ability to work as part of a team with the ability to cultivate credibility, respect and honesty• Presents a professional and positive demeanour and is a solution orientated person• A collaborative approach with colleagues in planning and delivering curriculum• Proven experience in establishing and fostering relationships with students, staff and parents• Well-developed decision making skills

- Demonstrated desire to apply a growth mindset to professional development
- Excellent oral and written communication skills to a range of audiences
- Commitment to actively participate in the co-curricular and pastoral activities of the Centre, Schools and Parish
- Strong organisational and time management skills,
- Proven ability to integrate IT into the curriculum and teaching practice
- Ability and willingness to accept policy directives

Position Description Approved (date): November 2020

Position Reports to: Head of the Early Learning Centre and Director of Glendalough

Job level/classification: In accordance with the VCEMEA 2018