



POSITION DETAILS

Position Title:	Kindergarten Teacher		
Job Type:	Permanent full -time		
Reporting to:	Kindergarten Service Leader		
Location:	61 Thames Boulevard Werribee		
Classification:	Based on qualifications and experience		
Award or Agreement	Victorian Early Childhood Teachers and Educators Agreement 2020 (VECTEA 2020)		
Hours:	Up to 38 Hours per week		
No of Direct Reports:	Up to 2	No of Indirect Reports	NIL

Who we are

Quantin Binnah Community Centre Inc. is a “not-for-profit service hub” that offers a variety of services and programs to residents of the Werribee and surrounding community. These include Playgroup, Little Kinder, Kindergarten, Long Day Care, Before School Care, After School Care, Vacation Care, Adult Community and Further Education, a variety of Community Development programs, Maternal and Child Health services and Cafe QB.

Position Purpose

To support the provision of high-quality care to pre-school age children in the kindergarten environment by coordinating a stimulating and safe environment for staff and children and supporting a positive and cohesive team environment for Educators, children, their families and the community.

POSITION REQUIREMENTS

1.1 Main Duties and Responsibilities	1.1 Provision of care and a Welcoming Environment Ensure all staff extend a warm and welcoming approach to children, families and the community. Responsible for the preparation, implementation and evaluation of a developmentally appropriate program for individual children or groups and tailored to the children’s social, emotional, physical, creative and developmental needs.
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	<p>Develop, implement and evaluate daily educational routines.</p> <p>Liaise with families regarding the Kindergarten Program and relay any concerns or appreciations surrounding children's behaviour.</p> <p>1.2 Staff Supervision</p> <p>Oversee other Kindergarten Teachers at QB</p> <p>Provide day to day supervision and support to Kindergarten Assistants and students on placement.</p> <p>Oversee and evaluate educator tracks program where implemented.</p> <p>Direct staff to work with individual children or small groups with particular needs.</p> <p>Undertake Educational Leader activities under the guidance of the Kindergarten Leader.</p> <p>1.3 Provision of a Safe Environment</p> <p>Responsible for ensuring a safe environment is maintained for all staff and children.</p> <p>Ensure the site is clean and respectable at all times including safe use of storage areas.</p> <p>Manual handling of boxes containing toys/blocks or moving tables and chairs to support the structure of the service requiring reasonable physical fitness</p> <p>1.4 Meet Compliance Standards</p> <p>Ensure all staff work in compliance with Child Safety Standards and all National, State and Local Legislation.</p> <p>Ensure all staff work in accordance with food safety regulations.</p> <p>Responsible for ensuring that records are maintained accurately for each child in care.</p> <p>Ensure materials and resources are displayed in a manner appropriate for children and families.</p> <p>Ensure confidentiality and privacy of children and their families is maintained at all times.</p>
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Qualifications, Skills and Abilities	
Key Selection Criteria Essential	<p>A minimum four-year degree in Early Childhood Education or Equivalent.</p> <p>Current registration with the Victorian Institute of Teaching.</p> <p>Previous experience planning, preparing and implementing a kindergarten program with measureable outcomes or experience working with pre-school aged children.</p> <p>A passion for delivering quality inclusive care to pre-school aged children.</p> <p>A flexible and personable approach with high levels of initiative.</p> <p>Team player and excellent communication skills.</p> <p>Excellent organisational skills.</p> <p>Commitment to ongoing professional education and attendance at training sessions which may be outside normal working hours.</p>
Desirable	<p>Experience working within a community service organisation.</p> <p>Information Technology skills across a range of platforms including MS Office Suite.</p> <p>Food handling skills.</p> <p>Excellent organisational skills.</p> <p>Experience working with children with additional needs.</p> <p>Current Drivers Licence.</p>

Other	<p>Current Working with Children Check.</p> <p>Satisfactory completion of National Police Check is mandatory for all new appointments.</p> <p>Current First Aid Level 2 Certificate, Anaphylaxis and Asthma Management.</p> <p>Successful completion of Mandatory Reporting eLearning Module.</p> <p>Commitment to QBCC policies and procedures.</p>
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CAPABILITY FRAMEWORK

Main Duties/Responsibilities		
Core Capability	Expected Behaviour and Work Standard	Frequency
Provision of Care in a Safe and Welcoming Environment	<p>Ensure all staff extend a warm and welcoming approach to children and families.</p> <p>Prepare, implement and evaluate a developmentally appropriate program for individual children and groups, tailored to the children's social, emotional, physical, creative and developmental needs.</p> <p>Work as part of a team to provide young children in the community with a quality, age appropriate pre-school experience and to help facilitate their transition into the school environment.</p> <p>Monitor and evaluate individual progress and development of children, advise parents of concerns or appreciations and provide information and support to parents as required.</p> <p>Be aware of the changing needs of children and their families and to plan creatively to meet these needs within the kindergarten environment.</p> <p>Monitor and evaluate the kindergarten environment, both indoors and outdoors to ensure the safety, supervision and wellbeing of children.</p> <p>Organise excursions as required considering the safety of all children.</p> <p>Maintain a safe and aesthetically pleasing physical and visual environment for children, family and community members entering the service.</p> <p>Uphold and extend the Quantin Binnah Community Centre brand at all times.</p>	<p>Daily</p> <p>Weekly</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>As required</p>
Management and Staff Supervision	<p>Ability to provide leadership and foster a team approach to daily tasks.</p> <p>Undertake Educational Leader activities under the guidance of the Kinder Leader.</p> <p>Ability to provide day to day support and supervision to staff.</p> <p>Ability to organise and plan in an efficient manner.</p> <p>Support, direct and train new staff.</p> <p>To direct the work of the kindergarten assistant and involve them in the planning and implementing of the kindergarten program.</p> <p>Ability to use initiative and judgement when confronted with unexpected situations.</p> <p>Passion for encouraging and building mutual trust, respect, and cooperation among team members.</p>	<p>Daily</p> <p>As required</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p>

	Commitment to attending all scheduled shifts on time.	
Inclusive Approach	Ensure all children have a sense of belonging, regardless of background, culture, needs and ability. Thinking creatively to adapt and tailor activities to ensure inclusiveness of all children in an area.	At all times Daily
Parent Education, Support and Involvement	To actively support the parent committee with ongoing interest in all their activities. To provide information to parents regarding the program provided for their children. To provide support and guidance to parents as required or advise parents of the supports available to them.	As required As required As required
Records Management	To keep adequate records outlining the educational program and individual progress of each child. Maintain records of any consultation with parents particularly when related to referring children to other agencies as required.	Daily As required
Administration	To ensure the centre operates in accordance with the current Quantin Binnah Community Centres Policies and with conditions of Subsidy and Childrens Services Centres Regulations 2012. To facilitate co-operation between the staff team in the areas of general administration, programming, equipment, materials and arrangement of furniture. Dealing with specific kindergarten enquiries. Maintaining individual child record and filing. Ordering supplies in conjunction with administration and shopping for petty items. Referral of children to specialist agencies. Consult with Centre Manager by providing information for preparation of budget. Show initiative and be flexible in the work undertaken. Be self-motivating, resourceful, flexible and accepting of the changes affecting the daily running of the kindergarten. Set priorities, plan and organise own work and that of other staff in the room. Evaluate students on placement and make recommendations regarding their performance, ability and knowledge. Plan and allocate tasks to other centre staff. Attendance at meetings as required by Centre Manager. Updating and allocating tasks. Development and maintenance of inventory lists. Organisation of learning journals and allocation to Assistants. Quarterly reports. Attendance at staff education leader meetings. Attendance at meetings with Kindergarten Leader QIP – Quality Improvement Plan development with Kindergarten Leader.	At all times Daily As required As required Weekly As required Weekly At all times At all times Daily As required As required As required Daily Daily Weekly Quarterly As required Weekly Weekly

	<p>Undertake daily administration requirements including, but not limited to, roll check of children present and absent.</p> <p>Monitor and care for information displays on walls for parents and children.</p> <p>Ability to write and record information effectively and accurately.</p> <p>Monitor/oversee outgoing parent communication Eg. completed incident reports/child carers/conversations</p>	<p>Daily</p> <p>Weekly</p> <p>Daily</p> <p>Daily as required</p>
Communication	<p>To be an effective member of the staff team at the Centre through communication and support.</p> <p>Arrange parent interviews and information sessions.</p> <p>Arrange pre-school support meetings and liaison with other support agencies.</p> <p>Maintain positive communication with parents and maintain Liaison with primary schools and community services staff.</p> <p>Ability to communicate effectively with children, staff and families from diverse cultures and backgrounds.</p> <p>Maintain open two way communication with Educators and families when documenting incidents or concerns regarding children.</p> <p>Ensure open and non-judgmental communication with families when discussing the needs of individual children within the service.</p>	<p>At all times</p> <p>As required</p> <p>As required</p> <p>As required</p> <p>At all times</p> <p>Daily</p> <p>As required</p>
Behaviour Management	<p>Ensure staff implement appropriate behaviour management strategies which both reinforce positive behaviour and modify inappropriate behaviour.</p> <p>Where necessary, direct staff to work with individual children with particular needs.</p> <p>Support children's emotional and social development by encouraging understanding of others and positive self-concepts.</p> <p>Collaborate with families to develop a Behaviour Management Plan.</p>	<p>At all times</p> <p>As required</p> <p>At all times</p> <p>As required</p>
Continuous Improvement	<p>Actively participate in the organisations Continuous Improvement Program and assist to improve its processes.</p>	<p>As required</p>
Regulatory Requirements	<p>To operate the kindergarten in a professional manner that meets the requirements of the Conditions of Subsidy, the Education and Care Services National Regulations 2012 and the policy and procedures of the Quantin Binnah Community Centre.</p> <p>To ensure that the program complies with the National Quality Framework and National Quality standards through the development of the QIP report and to continually improve the quality of education provided to all.</p> <p>Apply knowledge of Local, State and Federal Government Legislation.</p> <p>Apply knowledge of the Childrens Service Regulations 2012 and their application to the kindergarten.</p> <p>Maintain knowledge of educational styles, emergent curriculum (Victorian Early Years Learning and Development Framework – VEYLDF), reflective curriculum and contemporary trends in early childhood education transition statements.</p> <p>Ensure all Kindergarten Assistants act in accordance with Child Protection Policy at all times.</p>	<p>At all times</p> <p>At all times</p> <p>At all times</p> <p>At all times</p> <p>At all times</p> <p>At all times</p>

Child Safe Standards	<p>Ensure up to date, functional knowledge of and commitment to Child Protection Policy and Child Safe Policies.</p> <p>Ensure that reporting processes are followed for any complaints or incidences.</p> <p>Promote a shared responsibility for child safety at all levels of the organisation.</p> <p>Promote a culture where staff, volunteers, children and families feel comfortable in raising or discussing child safety concerns.</p>	<p>At all times</p> <p>As required</p> <p>At all times</p> <p>At all times</p>
Health and Safety / Cleanliness	<p>Ensure staff work in accordance with food safety regulations including but not limited to food labelling and storage, cleanliness of dishes, benches and cooking utensils/microwave, regularly cleaning all food storage areas (inside and out) and stock rotation.</p> <p>Encourage commitment to tidy work stations during and at completion of each activity to ensure safe play environment.</p> <p>Immediately document, investigate and/or mitigate reports of WHS issues from Educators as soon as they are noticed.</p> <p>Complete all COVID-19 cleaning protocols according to outlined routine.</p> <p>Physical fitness to support repetitive manual handling of boxes containing toys/blocks or moving tables and chairs to support the structure of the service.</p> <p>Physical capacity to bend to children's level and engage with them with play and physical activities.</p> <p>Physical ability to be agile and steady on your feet to be able to manage the variety of possible obstacles in the environment.</p> <p>Notify Directors of any injury which may impact your ability to safely move or lift equipment.</p> <p>Organise and store toys and materials to ensure order and safety of storage areas.</p>	<p>Daily</p> <p>Daily</p> <p>Immediately</p> <p>Ongoing</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>As required</p> <p>Daily</p>
Community	<p>Effectively promote early childhood services within the Community.</p> <p>Provide professional support to other members of the Community Services Staff.</p> <p>Participate in forums and workshops as needed to ensure programs align with the needs of the Community and the Committee.</p>	<p>Weekly</p> <p>At all times</p> <p>As required</p>
Ongoing Learning	<p>Eagerness to attend ongoing learning and professional development training as arranged by Quantin Binnah.</p> <p>Attendance at staff meetings as required.</p>	<p>As required</p> <p>As required</p>
Corporate Responsibilities	<p>Understand and ensure compliance with Quantin Binnah policies, procedures and guidelines.</p> <p>Comply and adhere to the Quantin Binnah Code of Conduct.</p> <p>Protect Quantin Binnah's physical, financial and intellectual assets against damage, fraud or misuse. Staff are responsible for identifying and reporting instances of this nature.</p> <p>To carry out the key responsibilities and duties of the position with an awareness and sincerity that provides for an accessible and inclusive community and workplace.</p>	<p>At all times</p> <p>At all times</p> <p>At all times</p> <p>At all times</p>
Any other duties as reasonably required or requested by Kindergarten Leader or Centre Management.		

Relationships	Internal – Kindergarten Leader, Kindergarten Assistants, Centre Manager. External – Children, Parents and QBCC staff.
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Next Review Date:	
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By signing this position description, I declare;

- that I have read and understood the inherent requirements of the role and verify that I hold the skills and abilities to perform the role as required; and
- that I do not have any pre-existing conditions that will inhibit my ability to perform my role, or any pre-existing conditions that may be exacerbated by my participation in the role.

Employee Name:	Signature:	Date:
CEO Name:	Signature:	Date:
Christine Barca	<i>Christine Barca</i>	14.12.2021