
Kilvington Grammar School
Position Description
Early Childhood Teacher



Position Description

Kilvington Grammar School seeks a passionate and experienced early childhood teacher to join our school community. The teacher is to be highly skilled in designing and implementing relevant and engaging teaching and learning programs.

The teacher is responsible for enriching our educational environment by providing students with opportunities to fulfil their potential in intellectual, emotional, physical and spiritual pursuits.

Key Responsibilities

- Develop and evaluate an educational program that is appropriate to the developmental needs and interests of the children. The program will be based on the Early Years Learning Framework, reflect the school's philosophy and policies, be culturally appropriate and reflect the needs of the Kilvington community.
- Demonstrate contemporary knowledge and understanding of curriculum developments and practices in early childhood education.
- Demonstrate an understanding and adherence to all legislative requirements and regulations.
- Comply with all Quality Areas of the National Quality Framework.
- Create an aesthetically appealing play based learning environment that stimulates learning, promotes excellence, and is welcoming to families.
- Develop, record and maintain individual records for each child based on regular written observations across all aspects of the child's development.
- Prepare and maintain individual documentation and journals.
- Establish and maintain positive, cooperative and respectful relationships with colleagues and the wider Kilvington community.
- Communicate effectively, both orally and in writing, with students, parents and other professionals on a regular basis. This includes creating weekly updates and articles for families, conducting parent-teacher meetings as required.
- Meet professional obligations through efficient work habits such as meeting deadlines, honouring schedules, coordinating activities.
- Participate in the pastoral care, co-curricular and other special programs of the School.
- Fulfil duty of care and other pastoral responsibilities with discretion and confidentiality.

Working Relationships

The Early Childhood Teacher:

- Reports directly to the Early Learning Centre Coordinator.
- Is accountable to the Head of Junior School.

Meetings

- ELC Staff Meetings.
- Whole School Meetings.
- Professional Learning Meetings.
- Other committees and those which pertain to the role of a teacher.

Expected Outcomes

- Demonstrated support of and respect for the School's vision, values, goals, policies and procedures.
- Engaged learners, differentiated program and excellence in teaching and learning within the Early Learning Centre.
- Effective, positive and cohesive working relationships with Early Learning Centre colleagues, all other members of the School Community and relevant external bodies.
- Contribution to the generation of ideas for improvement, change and innovation within the school.
- Effective day-to-day operation of the program and operations of the Early Learning Centre.
- Agreed initiatives implemented effectively and key performance targets achieved.
- Timely provision of advice, support and reports to the Coordinator and/or Head of Junior School.
- Prompt, accurate and professional response to children, parents, staff and external bodies.

Qualifications

- Relevant tertiary degree and teaching qualifications (Bachelor of Early Childhood Education) significant teaching experience and registration with the Victorian Institute of Teaching.
- Hold and maintain relevant First Aid qualifications, Anaphylaxis Training and Emergency Asthma Management training, and Mandatory Reporting Training.

Knowledge, Experience and skills

- Possesses strong oral and written communication skills with children, families and colleagues.
- Works independently with little direct supervision.
- Works as part of a team.
- Accepts responsibility and is self-motivated.
- Demonstrates strong work ethic to achieve academic goals.
- Excellent classroom management skills.
- Demonstrated participation in professional development activities.
- Displays effective multi-tasking and time management skills.
- Utilises all required and recommended Kilvington computer applications.
- Operational knowledge of the Internet and digital technologies.
- Ability to work in a professional manner at all times.

Personal Characteristics

- Demonstrate a passion and commitment to the vision and values of Kilvington Grammar School.
- Present a professional, positive, warm and welcoming persona.
- Demonstrate high levels of confidentiality.
- Demonstrate a respect for children, parents and staff.
- Display empathy, enthusiasm and commitment.
- Possess a strong work ethic.
- Operate effectively in a collaborative team environment, establishing a rapport with others and building strong relationships.
- Demonstrates a commitment to the professional development of staff.
- Is flexible and has an ability to adapt and operate effectively in an engaging and evolving environment.
- Shows a strong commitment to deliver exceptional service.

Child Safe Statement

Kilvington Grammar School is committed to providing a child safe environment. We want our students to be safe, happy and empowered as we support and respect all students, as well as our staff and volunteers. This includes the safety of students from a culturally and/or linguistically diverse background and students with a disability.

All staff at Kilvington Grammar School are required to complete the School's Child Safety and Protection training program. The staff intranet contains copies of the School's Child Safety and Protection Policy, Mandatory and Non-Mandatory Reporting Procedures and the Child Safety Code of Conduct, which all staff are required to read.

Additional Information

This position requires the teacher to work flexible hours. The successful applicant will be required to attend meetings, functions or promotional events as part of, or in addition to, normal working hours. Some duties will need to be performed at times other than during the School day or when students are in attendance.