

## Position Description

<b>Role Title:</b>	Kindergarten Teacher and Nominated Supervisor
<b>Employment Status:</b>	Full time
<b>Reports To:</b>	The Teacher shall be accountable to the <b>President</b> of the <b>Theodore Early Childhood Centre</b> .

### 1. Primary Role

As the Kindergarten Teacher, your role is to coordinate the educational experiences of the children and contribute to the development of the Centre. As the Nominated Supervisor, you will act as the person with responsibility for the day to day management of the approved service. Additionally, you will ensure that the service is operated in compliance with the National Law, the National Regulations and the National Quality Standard and will also be assisting with communication between the Approved Provider and the regulatory authority.

### 2. Role Duties

- To carry out the policies for the centre as laid down by the committee / employer.
- Hours of work Monday and Tuesday – Kindy Teacher. Wednesday – Friday Non-contact time and Nominated supervisor duties.
- To provide professional support and co-operate with the staff and committee in maintaining high standards in administrative and educational programs.
- To facilitate staff meetings and take whatever role in these as requested by the committee.
- To keep a written program and child developmental records.
- To take main responsibility of planning and supervising a group/unit.
- To attend the general monthly committee meeting and provide a report on the group/unit.
- To plan for and maintain close communication with and supervise the assistant/s in the group/unit.
- To plan for and maintain close communication with the parents of children in the group/unit.
- To maintain confidentiality in matters relating to parents, staff and children.
- To maintain the unit in an orderly and safe condition; immediately notify the committee of any potential dangers, and report equipment and maintenance needs to the committee.

- To co-operate with the committee in taking whatever action is necessary to ensure children's supervision, good health and safety (e.g. be aware of emergency phone list; check equipment daily for worn parts; help organize fire drill; know what is in the first aid cupboard; Be competent in using first aid and exclude children with infectious diseases.)
- To be prepared for unusual events that could occur in relation to child safety (e.g. suspected child abuse; child being left at the centre or attempted unauthorized removal of a child from the centre.)
- To manage staff timesheets and make wage payments
- To pay bills for the committee to then approve
- To co-operate with the committee in using whatever sources are available from time to time to promote the centre in the community.
- To be available for professional development courses (i.e. during vacation periods and/or own time.)
- Take responsibility for the centre and relief staff when there is an absence.
- The delivery of high quality early childhood and Kindergarten programs based on the Early Years Learning Framework (EYLF) and Queensland Kindergarten Learning Guideline (QKLG).
- To develop strong trusting relationships between children, families and staff.
- To develop a strong and cohesive professional team at the Centre.
- To ensure there is meaningful parent participation in all aspects of service provision.

### **Key Selection Criteria**

- Highly developed written and verbal communication/presentation skills.
- Ability to self-manage and meet timelines.
- Commitment to quality outputs and competent in information technology.
- A thorough understanding of the principles associated with the development needs and programming for children between the ages of 0-5 years, including experience developing culturally appropriate programs.
- An understanding of the needs of families participating in the development of the Centre.
- Good interpersonal skills with a proven ability to facilitate the development of team work amongst staff.
- An ability to relate well to potential and current users of child care services.
- A high level of organizational skills.

### **Essential Qualifications**

- Senior first aid certificate, including CPR, asthma management and anaphylaxis management or ability to gain one

- Current Suitability Card or exception.
- Registration with the College of Teacher’s Registration prior to appointment.
- Approved Kindergarten Program Provider Teacher Recognition (Bachelor or Equivalent)

### **Acknowledgement**

I, ..... acknowledge that I have read and understood the key result areas described in this Position Description and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I may be required to undertake additional duties relevant to the position that are not listed in this statement and that fall within my competency and skill set. I have received a copy of this Position Description.

(This form is to be signed by the successful candidate or position holder – not be signed by applicants for the position).

**Employee**

**Name:** .....

**Signed:** .....

**Date:** ...../...../.....

**Supervisor/Manager**

**Name:** .....

**Signed:** .....

**Date:** ...../...../.....