

PRESCHOOL TEACHER/TEAM LEADER

Position Description

Summary of the Position and its Responsibilities

The Preschool Teacher/Team Leader will provide high quality early education within an integrated kindergarten/child care program that meets individual and group learning for children (3-5 years) at their appropriate developmental level.

This position will work within and support the Gowrie SA philosophy, Statement of Commitment, Strategic Plan, Reconciliation Action Plan and principles of professionalism.

Organisational Relationships

The Preschool Teacher/Team Leader is responsible to the Children's Program Leader, the CEO and through them, to the Board.

The number of staff and volunteers reporting to this position is at the discretion of the CEO and within the National Quality Framework requirements.

Extent of Authority

- Work outcomes are monitored by the Children's Program Leader
- There is freedom to act and use initiative within established guidelines
- Has authority to direct staff below AD Level 3, students and volunteers
- Responsible for the day to day running of the children's program in the temporary absence of the Children's Program Leader and CEO, and within the constraints of the Centre's policies, procedures, agreed guidelines and legal requirements
- Responsible for management and legal compliance, during the temporary absence of the Children's Program Leader and CEO.

Agreement, Award and Conditions

The Preschool Teacher/Team Leader will be aligned to the South Australian School and Preschool Education Staff Enterprise Agreement (EA) 2016.

This position is offered as a full time position working a 40 hour week with a Rostered Day Off (RDO) once accrued. An 8 hour day must be worked for 19 days to accrue an RDO. Any time off for personal leave, annual leave, LWOP or long service leave affects the 4 week cycle. Non-contact time for programming and planning equivalent to 8 hours per week is provided.

Due to the seniority and professional salary of the position, some unpaid out of hours work is expected. Attendance at out-of-hours meetings, training and service functions is with no additional pay.

Summary of Duties and Key Responsibilities

Position Objectives, Responsibilities and Duties

- Lead the Kindergarten team in pedagogy and curriculum in accordance with the Early Years

Learning Framework (EYLF) that fosters children's curiosity, engagement and wellbeing

- Lead the Kindergarten team in work towards reconciliation
- Work within the Centre's philosophy of relationships and primary caregiving
- Ensure the room routines are flexible, child-centered and are adaptable to changing circumstances
- Assist the Children's Program Leader in the management and supervision of the Kindergarten team
- Takes into account the aspirations of families using the service, respects the diversity and the cultural backgrounds of children, educators and families
- Work towards social justice principles
- Support the day to day function of the service and works consistently within the National Quality Standards
- Work in partnership with support services such as DECD, the Inclusion Agency and allied Health professionals to ensure the inclusion and support of all children
- Work within, contributes and provides support in the development and review of the children's program policies and procedures
- Ensure learning environments offer variety and sufficient number of learning experiences to engage the children
- Responsible for the quality of one's own work and the work outputs of the kindergarten team
- Ensure that every child's learning documentation is up to date, and child records are maintained, regularly updated and appropriately stored
- Ensure that requirements for school reports are met
- Deal with emergencies and hazards, directs other staff accordingly and reports to the Children's Program Leader or CEO as soon as possible

Team Support and Supervision

- Employ national frameworks and professional knowledge (Early Years Learning Framework (EYLF), National Quality Standards and AITSL teaching standards) to intentionally teach and mentor the Kindergarten team about early years practice and pedagogy
- Develop continual learning practices to increase staff and own professional knowledge
- Supervise, guide and support staff students and volunteers
- Work within appropriate Centre time lines at all times
- Liaise with and lead staff, in the development, implementation and evaluation of high quality programs based on individual and group needs of children
- Assist and supervise staff and students in the provision of high quality practices, written and oral observations of children and evaluation of programs
- Supervise the development, implementation and evaluation of daily routines in consultation with the kindergarten team
- Provide financial management and administration duties as required

Liaison with Children's Program Leader and CEO

- Liaise in the provision of quality programs and the maintenance of a safe and healthy environment for children and adults
- Keep the Children's Program Leader up to date with regards to the kindergarten program, staff, children and families
- Provide support with parent and community liaison
- Provide support in the marketing of the Centre

Occupational Health and Safety

- Provide a safe and healthy environment for children and adults
- Take responsibility to read and understand relevant information and to assist other staff to do so
- Take reasonable care to protect own safety in the workplace and avoid adversely affecting the health safety and welfare of any other person through any act of omission, neglect or misconduct at work
- Ensure work practices are consistently within Commonwealth and State Legislation and organisational guidelines relating to work health safety, equal opportunity and anti-discrimination in the workplace.

Person Specification: Essential Minimum Requirements

Qualifications/Experience

- Current SA Teacher Registration (provisional or full)
- Satisfactory DCSI Child Related Employment Screening of Criminal History Record Check through current SA Teacher's Registration
- Bachelor Degree in Early Childhood Education, or equivalent qualifications in accordance with the SA Teacher's Registration Board
- Current HLTAID004 First Aid Certificate or equivalent
- Current Responding to Abuse and Neglect Certificate
- Child Protection Curriculum Certificate

Person Abilities, Aptitudes and Skills

- Previous experience using the Early Years Learning Framework (EYLF), National Quality Standards and AITSL teaching standards to guide curriculum development and day to day teaching practices
- Demonstrate high level program planning and implementation skills
- Has the ability to interact with children in a positive, sensitive and respectful manner
- Has the ability to work with and plan effective programs for individual children with particular needs
- Demonstrates highly developed and thorough knowledge of methods of observation, analysis and reporting on children's development
- Has the ability to develop rich indoor and outdoor learning environments that stimulate, and are responsive to the emerging interests and development of children, which are reflective of the Centre's philosophy and strategic directions
- Has the ability to work in a team and autonomously
- Demonstrates effective leadership, supervisory and interpersonal skills
- Has the ability to accept and provide supervision, direction and mentoring to staff along with coordinating staff, students and volunteers
- Demonstrates effective oral and written communication skills
- Has the ability to contribute to and lead group discussions
- Demonstrates effective time management, administration and leadership skills
- Has the ability to work within legislation to ensure service provision is equitable
- Understand the importance of, and maintains confidentiality at all times

- Has the ability to deal calmly and effectively with a number of urgent matters immediately
- Acts in a professional and mature manner at all times
- Has the ability to apply critical reflection practices to self, team and program
- Has the ability to work effectively and within a timeframe, managing multiple tasks

Professional Knowledge

- Appropriate skills, knowledge and training in food safety and hygiene as required under the Food Safety Legislation 2001
- Sound knowledge of current early childhood education practices and programs
- Sound knowledge of child development
- Sound knowledge of child health and nutritional requirements, infectious diseases and infection control
- Comprehensive knowledge of the Centre’s philosophy, policies and procedures
- Thorough knowledge of work practices
- Knowledge of adult learning principals
- Knowledge of the administrative functions of the children’s program.

Special Conditions

The Preschool Teacher/Team Leader will have a strong commitment to Reconciliation.

DECLARATION OF PRESCHOOL TEACHER/TEAM LEADER

Position Description

Approval by CEO:

Name: _____

Signature: _____

Date: _____

Acknowledged by Employee:

I have read the Preschool Teacher/Team Leader position description and agree to carry out the responsibilities and duties of the position diligently and to the best of my ability.

Name: _____

Signature: _____

Date: _____