

Position Description

Early Childhood Teacher

Position Title:	Early Childhood Teacher/ Playgroup facilitator
Reports to:	Director of the Early Learning Centre
Department:	Junior School
Campus:	Traralgon

About the Early Learning Centre Program

St Paul's Anglican Grammar community values the special characteristics of children in the pre-school years which focuses on a sense of well-being and belonging, acknowledges the importance of relationships, recognises 'play' is central and provides enabling hands-on experiences. The curriculum is formed through co-ordinating our long-term objectives with our daily observations of individual children and the group as a whole. We plan activities based on these observations and discussions between staff and then implement and evaluate these activities in accordance with the Victorian Early Years Learning Framework.

Primary Purpose:

- Do you have a passion for Nature Pedagogy? The Early Childhood Teacher is responsible for the design and interpretation of a Kindergarten program in the service and off site in a Nature program. These programs operate within the Victorian Early Years Learning and Development Framework and are underpinned by a sound knowledge of child development and learning theories. The positive promotion of the St Paul's Ethos and Values and the delivery of quality programs will be fundamental to this position.
- It is the responsibility of the Early Childhood Teacher to communicate with the community of St Paul's Early Learning Centre, in relation to any concerns or matters relating to the children, program or environment. The Teacher will also be expected to promote and publicise Early Learning Centre special events, contribute to Open Mornings and information sessions and identify any opportunities to further attract enrolments to the School.

The person will:

- Display a supportive and respectful attitude to our St Paul's Community.
- Demonstrate best practice in developing children's thinking.
- Foster an environment that empowers children to convey their understandings through the many forms of expression.
- Encourage an ethos of collaboration and teamwork amongst the children, the staff and the parents.
- Ensure appropriate documentation is provided in regard to developing curriculum, assessment and making learning visible to parents and the community.
- Display the value of the greater St Paul's Nature Kinder.

Major Activities

1. Students
2. Parents
3. Staff
4. General Administration
5. Promotion and Publicity

Major Duties and Responsibilities:

In addition, the Early Childhood teacher will be expected to:

1. Students

- Develop and implement a dynamic and effective Kindergarten program for ELC students
- Evaluate the kindergarten program offered to the children in consultation with parents and other team members
- Ensure that all legislated standards are adhered to in accordance with relevant regulatory bodies
- Welcome new families to the ELC
- Liaise with Junior School staff in the areas of Performing Arts, Visual Art, PE, Christian Studies and the Library in providing and documenting quality meaningful experiences
- Check tidiness of grounds and security of students
- Arrange transition for students into the ELC
- Contribute to the well-being of every student
- Ensure active, effective and efficient supervision and the safety of all children
- Create and/or monitor the development of ELC students' personal portfolios
- Prepare students for transition from ELC to Prep
- Liaise closely with the Pre School Field Officer or other appropriate services when a 'child at risk' has been identified
- Monitor and practice appropriate safety and health procedures in line with the Children's Services Act 1996 and other relevant requirements
- Monitor students' uniform and appearance

2. Parents

- Foster positive relationships with parents, accept and respect diversity
- Be available to support tours of the ELC for interested parents as required
- Provide an opportunity for parent/teacher interviews throughout the year
- Interpret the Kindergarten program to families and provide regular feedback to parents as to their child's development
- Manage parent concerns and enquiries
- Attend and promote parent functions relevant to the ELC or Junior School
- Keep ELC parents informed of events (in writing or by speaking at functions)
- Ensure present and future ELC parents are informed on all relevant matters
- Encourage parental involvement in ELC/School life
- Ensure all parent volunteers meet the current working with children registration requirements

3. Staff

- To facilitate the development of a co-operative team. Offer Guidance and direction to Co-educators.
- Ensure effective communication occurs with all staff
- Work with other teachers on the transition of students from the ELC to Prep
- Attend local Kinder to School Transition Network meetings
- Ensure that all staff are aware of all School policies, procedures and codes of conduct
- Consult with staff who are not meeting performance expectations and counsel appropriately
- Escalate any staff performance issues to Director of Early Learning Centre and Human Resources Manager as required

4. Promotion and Publicity

- Attend special events as required
- Assist and be actively involved with "Information Sessions" and "Open Days"

- Speak at both internal and external School events as required ie; orientation, information and transition sessions

General

- Actively support and promote the ethos and values of the School, as expressed in the School's Mission and Values Statement
- Other duties as requested by the Director of Early Learning and the Head of Junior School

Child Safety Statement

St Paul's is a child safe employer and is committed to the welfare of children and their protection. The School has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the School's Child Safe Policy and Code of Conduct. St Paul's performs thorough assessments of potential and existing employees in accordance with this policy. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks, Working with Children Checks and checks of social media accounts.

St Paul's has zero tolerance of racism and it is an expectation that staff and volunteers will act on incidents of racism. It is also an expectation of the School that all staff and volunteers will support children to express their culture and enjoy their cultural rights.

St Paul's is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Key Contacts

Internal

Head of Junior School
 Director of Early Learning Centre
 Principal
 Deputy Principal
 Head of Admissions
 ELC & Junior School Staff
 Students
 Parents

External

Regulatory bodies
 ACECQA
 ISV
 Department of Education and Training
 Other educational institutions
 Educational associations

Qualifications

- Early Childhood Teaching Qualification approved by ACECQA (Essential)
- Registered with the Victorian Institute of Teachers (VIT)
- Level II First Aid – including Anaphylaxis and Asthma Management (Asthma in Childcare) approved by DEECD for Early Childhood Settings (or the ability to obtain this)

Information for Applicants

St Paul's Anglican Grammar School is a multi-campus Independent School with campuses located in Warragul and Traralgon in West Gippsland.

The Warragul campus is approximately 100kms from Melbourne and the Traralgon Campus 175kms.

The School has approximately 1400 students and 240 staff across both locations.

The AITSL National Professional Standards for Teachers serve as a guide for our expectations for our School Leaders and teachers. Staff are expected to demonstrate strong ICT skills in teaching, communication and administration.

Staff at St Paul's Anglican Grammar School are expected to support the Anglican ethos of the School and be actively involved in school life including co- curricular activities.

We pride ourselves on the quality of teaching and learning at St Paul's. All teachers are involved in Professional Learning Programs (PLP), working together in small groups to enhance their students' learning outcomes whilst knowledge sharing. Staff are encouraged to attend external and internal Professional Development to enhance their teaching.

St Paul's has an Enterprise Bargaining Agreement which includes conditions of employment for teaching and non-teaching staff.

Detailed information about St Paul's can be found on other parts of our website.

Applications

Electronic lodgement of applications is preferred. Email to hr@stpaulsags.vic.edu.au.

Applications should include a cover letter, resume and the details of 2 referees and be addressed to:

Human Resources Manager
hr@stpaulsags.vic.edu.au

Thank you for your interest in employment at St Paul's Anglican Grammar School.