



Position Description: Early Childhood Teacher

Position	Early Childhood Teacher
Classification	Varies depending on experience
Reports to	Head of Early Years
Supervises	Early Childhood Assistants
Position Purpose	The role of Early Childhood Teacher at King's College is to contribute to the College's provision of a quality Christian educational service by developing and facilitating outstanding learning opportunities for every student from a Christian worldview perspective.
Qualifications/ Experience	<p>A 4-year Early Childhood qualification is required.</p> <p>Current registration (Full or Provisional) with the Victorian Institute of Teaching (www.vit.vic.edu.au) is mandatory</p> <p>Current <i>Working with Children</i> Check is desirable (www.justice.vic.gov.au/wps/wcm/connect/justlib/working+with+children)</p> <p>Experience in a similar role is desirable.</p> <p>Be an active member of a Christian Church and accept the College's Statement of Faith.</p>

Key Accountabilities

Statutory Responsibilities	<p>This position is required to support the achievement of the College's mission and values together with the aims of the Strategic Plan:</p> <p>Mission</p> <p>King's College provides a caring Christian education to effectively prepare confident young people as lifelong learners equipped to know and serve God in a changing world.</p> <p>Values</p> <ul style="list-style-type: none"> • Faith • Excellence • Integrity • Perseverance • Respect • Humility <p>This position is responsible for adhering to all legislative requirements as they pertain to the position of teacher.</p>
Commercial Management	No accountabilities for this position
Fiscal Management	<p>This position is responsible and accountable for the collection and appropriate record keeping for any monies brought by students for College activities.</p> <p>Where this position is accountable for the management of any College funds, such management must be in accordance with operating guidelines as determined by the Principal or Business Manager.</p>
Consultation and Communication	<p>Teachers are required to promote and maintain a positive school image and good community relations.</p> <p>This position is responsible for the development and maintenance of effective and positive relationships with students, staff and parents.</p>
Business Development and Innovation	No accountabilities for this position
Asset Management	<p>The College must effectively manage its resources to ensure optimum life.</p> <p>All employees are expected to assist the College to maintain resources provided for the delivery of educational and support services in a safe environment and in good order.</p>
Risk Management	<p>This position is responsible and accountable for managing all elements of risk relating to the role as a teacher and the learning environment available to students both within class and in co-curricular activities.</p> <p>Any safety concerns must be directed to the Business Manager or Principal immediately.</p>

Duties

- Teach in the 3 and/or 4-year-old Kinder groups
- Assume responsibility for the development of a quality learning environment for students in his/her classes including effective program planning
- Ensure teaching programs meet College program requirements, Early Years Learning Framework for Australia (National Curriculum) and Victorian Early Years Learning and Development Framework (VEYLDF)
- Develop and maintain accurate evaluative records for all students including portfolios
- Where required develop Individual Education Plans
- Active involvement in developing and maintaining partnerships with parents
- Communicate with parents on matters of student welfare and progress
- Actively pursue professional development opportunities which enhance teaching practice
- Ensure that records are maintained for each child in your care
- Prepare punctually student reports under College guidelines
- Fostering family confidence in all aspects of King's College
- Act as a positive role model for students
- Be actively involved in the school's pastoral care program
- Undertake responsibilities for the safe management of all preschool children and staff as directed by current DEECD regulations.
- Undertake responsibilities to ensure the centre meets all DEECD regulations as listed in the 2009 Children's Services Regulations and the Children's Services Act in the absence of the Primary Nominee.
- Actively contribute to the ongoing discussions and formal and informal evaluations of quality service delivery under the new National Quality Framework.
- Other duties relating to the educational delivery in the Preschool as instructed by the Head of Early Years or Principal.

Performance Appraisal

All staff of King’s College are required to undertake a goal setting process. In this process the employee and supervisor negotiate:

- Goals for the next period
- Strategies that will assist the employee to achieve the goals
- Time frame for interim review and achievement of goals

Working Relationships

<p>Internal</p>	<p>Students Teachers Principal Deputy Principal Business Manager Team Leaders Other staff at all levels across the College</p>
<p>External</p>	<p>Clients – College Families External providers of any College services relevant to the Kinder.</p>

Position Dimensions

The position of teacher currently has no personnel or financial delegations.

Key Selection Criteria

KSC1	<p>A demonstrated ability to prepare high quality programs which:</p> <ul style="list-style-type: none"> • Meet the diverse characteristics, needs and learning styles of students • Are consistent with College programs and legislative requirements • Are consistent with current educational trends and the strategic direction of the College • Reflect a Christian worldview
KSC2	A demonstrated ability to utilise high quality teaching skills including the use of information communications technology and effective assessment processes.
KSC3	A demonstrated ability to communicate effectively with students, including the use of consistent student management strategies that contribute to a supportive learning environment.
KSC4	A demonstrated ability to work collaboratively with colleagues and members of the wider community to establish productive partnerships and achieve outstanding educational outcomes.
KSC5	A demonstrated willingness to become actively involved in the College's co-curricular program and all aspects of College life.
KSC6	An active involvement in a Christian Church.

Additional Factors

<ul style="list-style-type: none"> • King's College is an equal opportunity and child safe employer. • Prospective employees of King's College are required to disclose any criminal history (including convictions which are not recorded) and/or current charges. A criminal conviction or charge will not automatically exclude an applicant from consideration for employment with the College. Criminal history checks will be undertaken on the preferred applicant. • Prospective employees of King's College are required to disclose any disciplinary history at the time of interview. A disciplinary history will not automatically exclude an applicant from consideration for employment with the College. • A no-smoking policy is effective on the College campus, at College activities and in College vehicles. • A high standard of professional dress is expected for all employees of King's College. • Employees of King's College are expected to participate fully in the co-curricular life of the College. • King's College is committed to utilising information communications technology as a tool, integrated into instruction for enquiry based, applied learning and interdisciplinary projects. All teaching staff are expected to embrace and actively promote the College's direction in utilising information communications technology as a driver for pedagogical change. • Travel may be a requirement of this position.
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