

COBURG CHILDREN'S CENTRE INC.

KINDERGARTEN TEACHER

2017

Appointed By: *The Board of Management Coburg Children's Centre Inc.*
Responsible To: *The Educational and Operational Co-ordinators.*

Coburg Childrens Centre provides long day care for infants to school age children including both three and four year old integrated kindergartens, a 4-year-old sessional kindergarten and a bush kinder program.

CCCI has a long history of education for sustainability, and is working towards accreditation as a "Resource Smart Accredited Early Childhood Centre". As such we place a strong emphasis on all aspects of sustainability and environmental responsibility.

We pride ourselves in providing high quality child care and kindergarten services. Family support, cultural relevance, parent and community participation and sustainability form the ethos of the everyday operations of the CCCI.

The Centre has developed a uniform planning and documentation system and the Kindergarten programs are included in this.

DUTIES AND RESPONSIBILITIES

- ⇒ To implement an early childhood program relevant to the individual and group needs and interests of the children. The program must reflect the philosophy of the Centre, the National Quality Framework, The Early Years Learning Framework and the Victorian Early Years Learning and Development Framework.
- ⇒ To embrace and meet all areas, standards and elements of the National Quality Framework.
- ⇒ To have a working knowledge of and comply with the current Education and Care Services National Regulations and the Education and Care Services National Law Act.
- ⇒ To document and maintain essential records of children's learning and development, the program, and the planning process.
- ⇒ To discuss with other educators the specific needs of children/families enrolled at the Centre.
- ⇒ To work co-operatively as a team member of a multi-disciplinary team providing leadership and acting as a mentor as appropriate.
- ⇒ To foster the development of the integrated service.
- ⇒ To provide a healthy, safe and welcoming environment.
- ⇒ To encourage parent involvement in developing and implementing the program.
- ⇒ To support parents and communicate effectively with families regarding their child/children's learning and development, and to share relevant records with parents. This includes parent/teacher meetings as requested or required.
- ⇒ To develop an understanding and respect for the different cultures, values and abilities of the families and staff at the Centre.
- ⇒ To attend and contribute to meetings and professional development as requested/required.
- ⇒ To supervise and mentor students on placement and assist them in meeting the requirements of their field placement tasks.

- ⇒ To have a working knowledge of the Parent Manual, Staff Manual and the Centre's website and use this information to accurately convey an understanding of the programs and operations of the Centre with families and peers.
- ⇒ To link with relevant early childhood support and professional services/organisations and liaise with other professionals as appropriate.
- ⇒ To be aware of government funding documents and requirements.
- ⇒ To prepare a Transition Learning and Development Statement for each funded kindergarten child.

QUALIFICATIONS / SKILLS REQUIRED

- ⇒ A Degree in Early Childhood Education (or equivalent) is the minimum requisite.
- ⇒ Demonstrated skills in program development, implementation and evaluation.
- ⇒ Ability to work in a multi-disciplinary environment.
- ⇒ Sound and respectful interpersonal and communication skills, particularly in relation to children, families, and staff.
- ⇒ Ability to work effectively as part of a team.
- ⇒ Awareness and acceptance of diverse cultures and abilities, and a demonstrated capacity to develop an inclusive program.
- ⇒ A working knowledge of the National Quality Framework including the assessment and rating process, The Early Years Learning Framework and the Victorian Early Years Learning and Development Framework.
- ⇒ Appropriate leadership and mentoring skills. Sensible initiative is expected in all staff at the Centre.
- ⇒ Good time management skills.
- ⇒ A friendly and positive disposition and a genuine love of working with children.

SALARY AND CONDITIONS OF EMPLOYMENT

The Teacher is employed under the conditions of the VECTEA at the appropriate level.

PROBATION PERIOD

The appointment will be subject to a 6-month satisfactory probationary period.

PRE-EMPLOYMENT MEDICAL

The Board of Management require candidates to undergo a routine medical check by the Board's nominated medical officer, at the Board's expense, prior to an appointment being made.