

KINDERGARTEN TEACHER POSITION DESCRIPTION



REPORTING TO: Kindergarten Coordinator/Educational Leader

CAMPUS: Werribee

TENURE: Temporary Full Time

INTRODUCTION:

Heathdale Christian College is a co-educational, Kindergarten to Year 12 Christian College operating at Werribee and Melton consisting of Prep to Year 12. Primary Teachers will work and act in accordance of the Biblical principles and beliefs, as set out in the College Statement of Faith and Values. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos and Christian practice of the College.

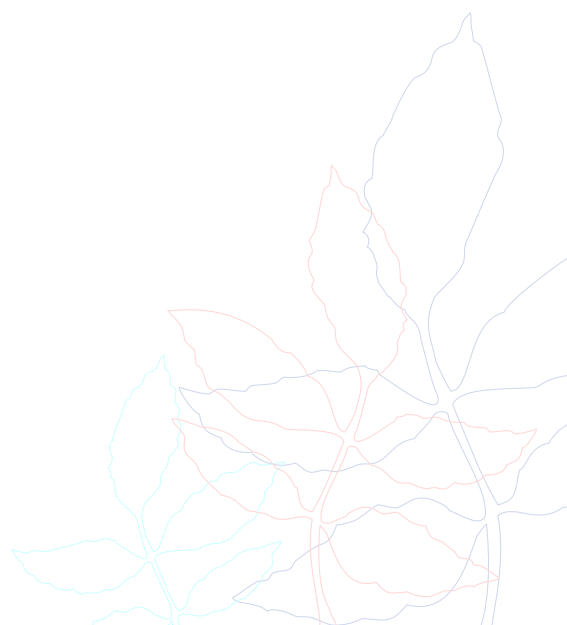
Our Kindergarten program is structured through a series of informal and directed play-based activities to allow the children to learn how to listen to instructions, make friendships, share, be honest, add to their own knowledge and grow as learners. It is through their innate curiosity, exploration and engagement with peers and educators that children begin to make sense of God's world and the valuable part they play within their community.

POSITION SUMMARY:

We have an opportunity to join this exciting team as a Kindergarten Teacher. This position requires Kindergarten Teachers to have the ability to effectively teach, engage and educate a generation of young people through Christ-centered Education. Allowing the opportunity to grow with the vision of the College and provide a deep and rich learning for our students. The ideal candidate will have experience teaching children across different age groups between 3-5 years old.

KEY RELATIONSHIPS:

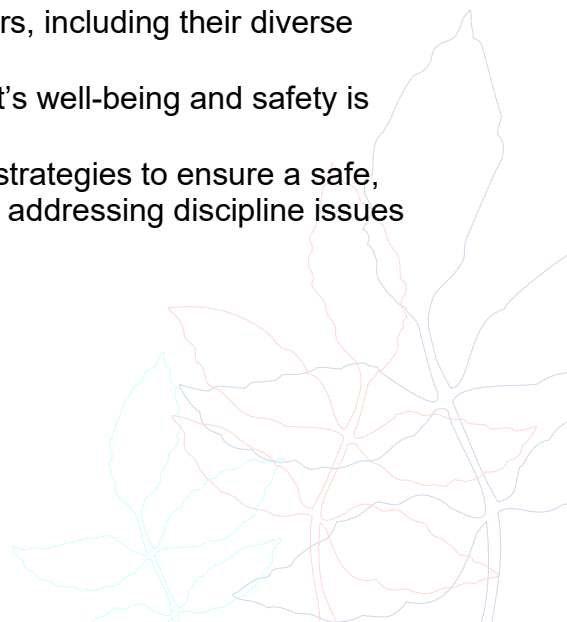
- Coordinator and Educational Leader
- Heads of Learning Modules
- Deputy Principal
- Principal
- Learning Enhancement Team
- Students
- Staff
- Families
- Relevant Professional Bodies



KEY RESPONSIBILITIES & DUTIES:

A. Teaching

- Exercise a particular pastoral responsibility for students in their Kinder rooms.
- Demonstrated commitment to serving Christ in Christian Education.
- Ability to work within a team environment.
- Participate in the understanding of the College's Christian philosophy of education and its practical outworking through the professional development of staff.
- Ability to lead, inspire, support and encourage students through teaching from a Christian worldview.
- Capacity to select and use appropriately, a wide range of teaching and assessment strategies to suit the needs of a diverse range of students between age 3-5 years old.
- Understanding relevant policies and regulations.
- Have the ability to develop and implement kindergarten program that meets the requirements of VEYLDF and the EYLF.
- Understand and are aware of the requirements of the National Quality Framework (NQF) including:
 - The Education and Care Services National Law ('National Law').
 - The Education and Care Services National Regulations ('National Regulations').
 - The National Quality Framework and the 7 Quality Areas.
 - The National Quality Rating and assessment process.
 - DEECD Service.
 - The Australian Children's Education and Care Quality Authority (ACECQA).
- Ability to effectively teach the Heathdale Christian College's Curriculum for students in Early Learning Center.
- Ability to critically reflect upon educational trends as well as your own professional practices.
- Demonstrate the capacity for best practice in curriculum development, implementation, evaluation and assessment.
- Partner with parents or guardian/s with ensuring support and that effective and open communication is maintained.
- Have a level of understanding of pre-schoolers, including their diverse linguistic, cultural and social backgrounds.
- Work with key staff to ensure that the student's well-being and safety is addressed and being managed.
- Display appropriate behaviour management strategies to ensure a safe, orderly and successful learning environment, addressing discipline issues promptly, fairly and respectfully.
- Lead and organise regular class devotions.



B. Accountability

- Demonstrate a deep understanding of the teaching / learning / assessment cycle to ensure child educational growth.
- Display thoughtful knowledge of current and relevant school curriculum.
- Demonstrate core understanding of the teaching methods relevant to Kinder Teachers.
- Embrace and enhance the use of technology to engage children and students.
- Assist in providing advice and leadership to student teachers if and/or when required.

C. Child Safety

The College has a zero tolerance of child abuse

This position is responsible for taking all practical measures to ensure that Heathdale Christian College's Child Protection and Safety Policy, Procedure and Code of Conduct are implemented effectively, ensuring that a strong and sustainable child protection culture is maintained within the College.

We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

For more information please refer to the College website at <https://www.heathdale.vic.edu.au/about/policies/>

D. Interpersonal Skills

- Demonstrate a high level of communication, professional and interpersonal skills when relating to teachers, students, parents and colleagues.
- Willingness to attend professional development days/sessions.
- Provide assistance to other team members and colleagues if or when required.

E. General and Administrative

- To ensure that the curriculum that is being delivered is documented and up to date.
- Use technology for the purpose of updating systems, reporting, student feedback and academic progress.
- Adhere to College policies, procedures and practices.
- Adhere to the College expectations regarding personal and professional presentation and dress.
- Attend and if required participate in daily staff devotions.

OTHER DUTIES:

Any other assigned duties may be directed by the Head of Learning Module, Deputy Principal and Principal or their nominee as required and in consultation.



Display and have the ability to perform the tasks which are essential to perform a job productively and to the required professional standard. The ability to work effectively in a team, ensuring safety and good work practices at all times.

COLLEGE EXPECTATIONS:

All staff are expected to:

- Perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.
- Participate in leading College devotions that involve staff and students and attendance at the staff spiritual enrichment days.
- Support the College's guidelines and policies.
- Perform your responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team/s in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.
- Perform your responsibilities in a manner which reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.
- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety.

REMUNERATION:

The salary will reflect both qualification and experience.

Annual performance and salary reviews will be conducted by Head of Learning Module (Early Years) or their delegate.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Minimum Degree in Early Childhood Education
- Valid VIT registration
- Strong verbal and written communication skillset
- Ability to work autonomously and as part of a team



ATTACHMENT 'A'

Key Relationships defined:

WITH	PURPOSE	FORM
Kindergarten Coordinator and Educational Leader	Report to and work with Coordinator and Educational Leader to ensure successful learnings for our children and students.	Daily or 'as needed'
Heads of Learning Modules (K- Year 2, Year 3 to 4, Year 5 to 6)	Report to and work with if required to ensure successful child/student learning objectives are met.	On a 'as needs basis'
Deputy Principal	Report to and work with if required to ensure the overall learning outcomes for students is achieved..	On a 'as needs basis'
Principal	Respond to directions as requested by the Principal to ensure Christ-Centered education is represented to the children/students.	On a 'as needs basis'
Learning Enhancement Team	Work closely with the teachers and assistants to assist student development.	On a 'as needs basis'
Students	Manage the student engagement with your classroom.	Regular
Staff	Work closely with your colleagues to ensure learning opportunities and team work.	On a 'as needs basis'
Families	Develop a working relationship with relevant families for the successful learning of their child/ren at the College	On a 'as needs basis'

