



**LEIBLER  
YAVNEH  
COLLEGE**



Abeles-Liberman Early Learning Centre incorporating  
The Gillian & Colin Mandel Family Yavneh Crèche  
"בית הספר הדתי הציוני "ליבלר יבנה"

## **ABELES LIBERMAN EARLY CHILDHOOD CENTRE POSITION DESCRIPTION**

### ***KINDERGARTEN TEACHER***

**POSITION TITLE:** Kindergarten Teacher  
**REPORTS TO:** Head of the Early Learning Centre  
**SUPERVISES:** Assistants and students

### **POSITION OBJECTIVE**

- To ensure the provision of a high quality childcare program to facilitate each child's development to its maximum potential.
- To conduct all teaching and learning opportunities in a professional manner at all times and meet the National Quality Framework standards.
- meeting the requirements of the various Acts of Parliament – Education and Care Services National Law Act 2010 and any other legislative requirements.

### **ORGANISATIONAL RELATIONSHIPS**

#### **Internal liaisons**

Staff within the Early Learning Centre and staff within Leibler Yavneh College.

#### **External liaisons**

Department of Health and Community Services Regional Office, Education and Care Services and the Regulatory Authority - all generally via the Head of the ELC..

### **KEY RESPONSIBILITIES & DUTIES**

- Develop within a team approach innovative educational programs that caters for each child attending the Centre, within the aims, vision statement and ethos of Leibler Yavneh College.
- Ensure programs cater for children's individual needs and differences.
- Undertake and record observations of individual children and develop programs appropriate to their needs.
- Clear understanding of the Learning frameworks – both the National Quality Standards and the Victorian Early Years Learning Framework.
- Ensure the current program is displayed on the notice board for parents and modified regularly to meet the needs of all of the children.
- Evaluate programs regularly, reflecting on the needs and interests of the children, families and educators.

- Encourage parental input regarding children's and family's interests.
- Ensure parents are given an opportunity to be involved in the program.
- Ensure all of the Educational rules and regulations are adhered to at all times.
- Sound understanding of child protection and completed an online child protection course
- Have up to date first aid qualifications
- Have a valid working with Children's check
- Have appropriate Victorian Institute of Teaching registration
- Ensure Child Safe practices are maintained.

### **Supervision and staff support**

- Ensure staff work well together to provide for the children's needs.
- Maintain a safe environment for staff ensuring that they work within Occupational Health and Safety procedures, policies and guidelines as detailed in the staff handbook.
- Develop a team approach to the preparation and implementation of the Kindergarten program.
- Work collaboratively with all staff.

### **Administration**

- Maintain records as required by the Children's Services Centre Regulations, 1998 including:

- Medication records
- Accident and illness records
- Attendance records
- Parent authorizations and enrolment details

- Complete program accountability requirements for the efficient running of the Kinder room.
- Assist in following through with the implementation of policy and procedures for the Kinder.
- In conjunction with the Head of the Centre, administer the overall operation of the program Within the budget
- Report regularly to the Head of the Centre on the operation of the room care and any issues that may arise.

### **Safe environment for children**

- Ensure all regulations and procedures required by the Education and Care Services National Law Act 2010 and the Occupational Health and Safety Act are adhered to.
- Maintain a safe environment for children including responsibility for checking equipment and other aspects of the physical environment.
- Ensure staff implements all policies and procedures pertinent to the safe and secure operation of the Centre.
- Provision of a current Working With Children Check and VIT EC Registration
- Deal appropriately and seek advice when required regarding concerns about the development, behaviour or wellbeing of children attending the centre.

### **Accountability and extent of authority**

- The Kindergarten Teacher is directly accountable to the Head of the ELC then to the College Principal.
- The Kindergarten Teacher is accountable for the efficient and effective co-ordination of the care of children on a day-to-day basis within the policies and procedures of the centre.
- The Kindergarten Teacher has the authority to take such action as is necessary to ensure the health and safety of the children is maintained within the College and on approved activities outside of the College.
- The Kindergarten Teacher may make recommendations to the Head of the Centre or the College Principal on matters relevant to the operation of the Preschool.

## **PROFESSIONAL DEVELOPMENT AND PROMOTION OF DAYCARE**

- To attend and contribute to relevant meetings and in-services.
- To keep abreast of current Children's Services issues.
- To liaise with relevant early childhood support services.
- To recommend and participate in Professional Development of staff in consultation with the Head of the Centre including the orientation and formal appraisal of staff, if requested by the College Principal.

## **OTHER DUTIES**

- To provide regular information on program and child development for parents in the form of newsletters, posters and notices.
- To complete personnel forms and/or time sheets as requested.
- To promote and support a team-based approach to service development in the centre and work co-operatively with all staff.
- To aim for an early resolution to any issues of conflict by ensuring actions are Pro - active and professional.

## **LIAISON WITH PARENTS**

- Ensure a welcoming supportive environment is provided for parents and actively encourage their involvement in the Centre and School.
- Be available to liaise with parents on their child's/children's day at the Centre and discuss aspects of their development.
- Acknowledge and be sensitive to, in the context of the Centre operation, varying parenting practices and cultural differences.

## **REQUIRED SKILLS, QUALIFICATIONS AND PERSONAL ATTRIBUTES**

### **Specialist skills and knowledge**

- Flexible approach to work practices.
- Sensitivity to differing parenting and cultural practices within our community.
- Proven ability to develop and implement innovative educational program plans relevant to the needs of children attending the Centre.
- Understanding of current theory on child development and education and an ability to put it into practice.
- Knowledge of services available for the education, support and care of children and their families
- Knowledge of Children's Services Regulations 1998.
- Knowledge of National Quality Framework and Victorian Early Years Learning Framework
- Current first aid qualifications
- Current Child-protection knowledge

### **Management skills**

- Ability to lead and motivate staff
- Ability to recognize the contribution of staff employed in the school.

### **Interpersonal skills**

- Well-developed skills in communication with adults and children from a range of age groups.
- Ability to work as part of a team.
- Ability to work in partnership with parents in the care of their children.

### **Qualifications and experience**

- Kindergarten Teachers must hold qualifications suitable for registration under the Education and Care Services National Law Act 2010, the Children's Services Regulations 2009 and the DHS Funding and Service Agreement.
- Kindergarten Teachers must be fit and proper persons for and be registered by the Centre as appropriate, in the position of primary nominee/nominee under the Education and Care Services National Law Act 2010
- First Aid Training and Anaphylaxis Training