

# Early Childhood Teacher

Moreland Community Child Care Centres (MCCCC) is a not-for-profit community-based organisation with three centres in Brunswick that offer a quality early learning program based on best practice, to meet the multifaceted needs of the children in our care. We offer a safe and nurturing environment for children to explore their creativity, intellect, physical abilities and unique talents. We integrate awareness of environmental and sustainability issues into our education programs by creating centres that have a minimal environmental impact and promote the wellbeing of children and staff.

Our program is based on the Early Learning Years Framework (EYLF) and we offer an integrated kindergarten program delivered by qualified teachers. We believe that education, social interactions and community participation help create a lifelong love of learning and foster a sense of belonging and identity for children.

The service vision is one of community engagement, continuous improvement and innovation in our practices, programs, facilities, and all aspects of our service. We believe that education, social interactions, and community participation create and foster a life-long love of learning for children. Children's programs are planned to be developmentally appropriate and stimulating in accordance with the Early Years Learning Framework. Cultural and social inclusiveness together with family involvement in all aspects of the centres' activities is vital to the functioning of the service.

MCCCC acknowledge that where we stand is Wurundjeri country and in recognition we respectfully include Aboriginal pedagogy in our practice.

## Our values

All employees implement MCCCC values throughout all aspects of the program and relationships with families, employees, and external agencies.



**Thought** • Connecting with innovation and creativity within communities encourages children to think things never thought before.



**Heart** • Our community is loving, friendly and family oriented. Working together we can transform society to promote equity and social justice.



**Strength** • The MCCCC community is strong, capable and always learning. Social interactions are regarded as the cornerstones of learning.

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| POSITION DETAILS                        |   |
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| Position Title                          | Kindergarten teacher  |
| Classification                          | Level 1 or Level 2 (dependant on experience)  |
| Award                                   | <a href="#">Moreland Community Child Care Centres Enterprise Agreement 2017</a><br><br>Salary and holiday leave will mirror<br><a href="#">Victorian Early Childhood Teachers And Educators 2020</a>  |
| Location                                | All staff may be allocated to any site  |
| Employment type                         | Part time (hours negotiable)  |
| Reports to                              | Centre Manager / Director   |
| Supervises                              | Diploma and Certificate III educators and students  |
| PROFESSIONAL ACCOUNTABILITIES           |   |
| General                                 | <ul style="list-style-type: none"> <li>• All educators employed by MCCCC are committed to the provision of high-quality care and education.</li> <li>• All educators will actively demonstrate behaviours and practices that advocate and advance early childhood education.</li> <li>• Professional, respectful relationships are expected between all educators, families, and the children entrusted to our care.</li> <li>• As a community-based organisation, there is a strong commitment to community engagement and collaboration. This must be evident throughout the program.</li> <li>• There is an expectation that all educators contribute to program planning in some form.</li> <li>• Understand the importance of professional development and advocacy of early childhood education.</li> <li>• Maintain, improve and broaden own professional knowledge and skills by attending professional development training as required.</li> <li>• Be aware of and abide by service policies and procedures</li> <li>• Demonstrate integrity, responsibility, respect and innovation in all aspects of the position.</li> </ul> |
| Knowledge and skills                    | <ul style="list-style-type: none"> <li>• Knowledge and understanding of Children's Services Regulations (Education &amp; Care Services National Regulations)</li> <li>• Knowledge of Early Years Learning Framework</li> <li>• Knowledge of National Quality Framework</li> </ul>   |
| Health and Safety of staff and children | <ul style="list-style-type: none"> <li>• To carry out their duties in a manner that does not adversely affect their own health and safety and that of others.</li> <li>• To ensure staff and children utilise effective health and hygiene practices. This includes ensuring a safe and stimulating physical environment where all educators and children are protected from hazards or harm.</li> <li>• Ensure the meeting of all regulations relating to food safety and preparation, medical management plans and risk management plans, policies, and procedures.</li> <li>• To report all incidents and injuries as well as co-operate with any measures introduced in the workplace to improve OH&amp;S.</li> </ul>   |

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|                             | <ul style="list-style-type: none"> <li>MCCCC's Occupational Health and Safety Policies and the National accreditation standards.</li> </ul>  |
| <b>KEY RESPONSIBILITIES</b> |  |
| <b>Position summary</b>     | <ul style="list-style-type: none"> <li>To provide a high-quality kindergarten program that supports the social/emotional development of all children attending</li> <li>To support the Educational Leader</li> <li>To provide a program that supports school readiness</li> <li>To perform the duties outlined plus other duties as directed provided such duties are within the limits of the employee's skill, competence and training.</li> <li>To be committed to professional development in order to maintain a high level of creativity and innovation within the children's program</li> <li>To foster respectful, professional relationships with all parents</li> </ul>  |
| <b>Leadership</b>           | <ul style="list-style-type: none"> <li>To understand and implement the goals and outcomes of the Early Years Learning Framework.</li> <li>Support other educators to deliver effective and valuable documentation of children's learning in accordance with the centre philosophy and the Learning Outcomes (EYLF, VEYLDF).</li> <li>To plan, implement and evaluate an educational and developmentally appropriate program for all children attending and efficiently organise time and prioritise tasks.</li> <li>To understand and implement the objectives of the service philosophy.</li> <li>Contribute to the review of the Quality Improvement Plan in collaboration with the Educational Leader, Centre Manager, and other educators</li> <li>To mentor students on placement</li> </ul>  |
| <b>Children's Program</b>   | <ul style="list-style-type: none"> <li>Ensure that all children are cared for in a safe, respectful environment which includes active supervision, positive and encouraging guidance, and an inclusive perspective</li> <li>Actively support every child to participate in the program and ensure that the program promotes children's agency, choices, and influence.</li> <li>To ensure the needs of the group as well as the individual child are met</li> <li>To provide a caring and stimulating environment where the child's sense of security and positive self-esteem are nurtured</li> <li>To guide in a positive and encouraging manner</li> <li>To interact respectfully with all children and their families</li> <li>To provide active support to, and seek outside resources for all children, especially those with additional needs</li> <li>To promote equity and equal opportunity</li> <li>To maintain confidentiality and demonstrate professional conduct at all times</li> <li>Maintain records in accordance with the service program requirements, and regulations</li> </ul> |
| <b>Family engagement</b>    | <ul style="list-style-type: none"> <li>To assist families to feel welcome and confident leaving their child</li> <li>To foster respectful, professional relationships with all parents.</li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>To promote a professional and positive image of the program</li> <li>Keep parents informed of their child's development and daily routines</li> <li>Ensure new families are welcomed and orientated appropriately</li> <li>Be available to discuss issues with families</li> <li>Encourage families involvement in all aspects of the service's activities</li> </ul>   |
| <b>Teamwork</b>  | <ul style="list-style-type: none"> <li>To work as a professional, productive team member with all staff</li> <li>Encourage the sharing of knowledge and skills within the team</li> <li>To work in a flexible and co-operative manner</li> <li>To participate actively and constructively in staff meetings</li> </ul>   |
| <b>Contribute to the effective management of the Service</b> | <ul style="list-style-type: none"> <li>Develop a professional and co-operative relationship with the service Management Team</li> <li>Report issues or concerns in a timely manner to the Centre Manager</li> <li>Perform duties as requested in consultation with the management team</li> </ul>  |
| <b>KEY SELECTION CRITERIA</b>                                |  |
| <b>Qualifications and Experience</b>                         | <ul style="list-style-type: none"> <li>Bachelor of Early Childhood Education or equivalent</li> <li>Current VIT registration</li> <li>Knowledge of National Regulations</li> <li>Current First Aid certificate, and Working With Children Check</li> <li>Demonstrated capacity to enhance their experiences</li> <li>Proven ability to teach</li> <li>Excellent communication skills, both written and verbal</li> <li>Proven willingness to learn and improve</li> <li>Passion, enthusiasm and a strong commitment to high quality care</li> </ul>  |
| <b>Skills and experience</b>                                 | <ul style="list-style-type: none"> <li>Understanding of and ability to implement the Early Years Learning Framework and National Quality Framework</li> <li>Demonstrated experience in planning, implementing and evaluating a developmentally appropriate and stimulating children's program</li> <li>Understanding of the school-readiness objectives</li> <li>Demonstrated ability to maintain and interpret children's observation records for the purposes of creating a balanced and relevant program</li> <li>Ability to support and mentor staff</li> <li>Understand the principles of confidentiality and discretion when relating to children, their families and other co-workers.</li> <li>Ability to work successfully with a wide range of families and early childhood professionals.</li> <li>Demonstrated initiative and creativity within the early childhood role.</li> </ul> |
| <b>Additional Information</b>                                |  |
| <b>Occupational Health &amp; Safety (OH&amp;S)</b>           | <ul style="list-style-type: none"> <li>All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others. Report all incidents and injuries as well as cooperate with any measures introduced in the workplace to improve OH&amp;S</li> </ul>   |

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| <b>Staff Health</b> | <ul style="list-style-type: none"> <li>Under the Accident Compensation Act 1985 MCCCC requires you to disclose all pre-existing injuries and diseases which might affect your ability to care for or educate the children within the service. Failure to do so may render you ineligible for worker's compensation in some circumstances.</li> </ul> |
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