

Position Description – Early Childhood Teacher (Relief)

DEPARTMENT	Early Learning Centre
REPORTING RELATIONSHIPS	Director of ELC, Assistant Director of ELC
OTHER KEY RELATIONSHIPS	ELC Educators, Other College Staff, Children, and Parents
STATUS OF EMPLOYMENT	Casual
AWARD	Educational Services (Teachers) Award 2020

MAIN PURPOSE

The role of Early Childhood Teacher (Relief) is to work as a member of a team that generates and maintains a high-quality, play-based learning environment for children from 4 years old (enrolled in the Queensland Kindergarten Learning Guidelines) in the absence of the regular Early Childhood Teacher.

SELECTION CRITERIA

- The ability to demonstrate a Christian worldview and actively support the Christian ethos of the College.
- Current Queensland College of Teachers registration (a Working with Children Check is also required – an Exemption Blue Card).
- A Bachelor of Early Childhood or Primary (or equivalent).
- Current First Aid and CPR certification.
- Thorough knowledge of the Early Years Learning Framework and Queensland Kindergarten Learning Guidelines.
- Proficient level of computer literacy with proven capacity in MS Office Suite, and other software/programs in common use for education.

KEY DUTIES AND RESPONSIBILITIES

The role of Early Childhood Teacher carries with it various programming, administrative and supervision functions.

In respect of the program:

- To implement a program catering to the physical, social, emotional and cognitive needs of the children attending each day.
- To create a safe and stimulating environment.
- To be aware of and implement the Centre's policies in regard to programming.

In respect of the children:

- To observe and interpret children's behaviour and monitor children's progress.
- To promote a safe, warm and responsible emotional climate.
- To ensure that a developmentally appropriate program is implemented for each child.
- To scaffold and facilitate learning at opportune times whilst children are engaged in activities or playing.

- To treat all children with dignity and respect, taking into consideration any cultural, socio-economic or special needs or other differences that may arise.
- To administer any medication or first aid treatment if required.
- To be aware of and implement Centre policies in regard to children.

In respect of staff:

- To consult with other staff members in implementing the daily program.
- To provide professional support to other staff members and students.
- To develop a climate of mutual trust and respect with and between staff.
- To be aware of and implement Centre policies regarding staff.

In respect of parents:

- To develop a good rapport with all parents based on mutual trust and respect.
- To maintain effective communication with and between parents.
- To be sensitive to any confidential matters in regard to children and their families.
- To recognise that parents have the overall responsibility for their children and to support them in their parenting role.
- To be aware of and implement Centre policies in regard to parents.

In respect of management of the service:

- To liaise with College Administration to ensure safe and smooth running of the Centre.
- To maintain appropriate and confidential records according to current legislation.
- To actively seek and be aware of current legislation effecting the running of the service.
- To practice confidentiality in relation to staff, children and their families.
- To be aware of and implement Centre policies in regard to management.

OTHER REQUIREMENTS

All members of staff at Calvary Christian College are expected to:

- Convey to the public a positive image of the College.
- Contribute to a pleasant and enjoyable work environment.
- Demonstrate an awareness of and commitment to the College's Christian mission, vision and values.
- Understand and abide by the Code of Conduct and all other College policies and procedures.
- Understand and uphold the College's Christian worldview as set out in the "Upholding Calvary Christian College Beliefs" and the "Statement of Affirmation of the Australian Association of Christian Schools".
- Maintain an understanding of the Workplace Health and Safety and Safety Standards of the College, in consultation with the College's Workplace Health and Safety Representative.
- Participate in team training, social events and development activities to assist in the achievement of positive, Christian organisational culture and individual/work goals.
- Have no contact with any enrolled student via social media (excluding immediate family members).
- Maintain confidentiality in all matters related to the College, its employees, students, parents and others at all times.
- Carry out other duties from time to time as required.

NOTE

The purpose of this position description is to serve as a general overview and summary of the major duties and responsibilities of the role. It is not intended to be all-inclusive and the position may be required to perform other work duties not specifically detailed. Calvary Christian College reserves the right to modify this job description depending on the operational requirements of the College.

Status:	Approved
Authorised By:	Rebecca Miller
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