

Position Description



POSITION DETAILS

POSITION NUMBER:	4.075
POSITION TITLE:	Kindergarten Teacher
BRANCH:	Communities
GROUP:	Community and Regional Prosperity
SALARY CLASSIFICATION:	Various (Depending on qualifications and experience)
AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
AUTHORISED BY:	Group Manager Community and Regional Prosperity

POSITION OBJECTIVE

The purpose of this position is to plan, implement and evaluate a kindergarten program suitable to the needs of the children attending the Centre. Assist with planning and preparing the environment, setting up interest centres, preparing and clearing away materials and supplies.

INDIVIDUAL CHARACTERISTICS

Duties

The incumbent is required to perform the following duties to function effectively in this position:

1. Plan an ongoing cycle of learning that underpins an educational program guided by Queensland Kindergarten Learning Guidelines.
2. Document the program in accordance with an approved learning framework.
3. Document records and observations regarding children's development and daily routines.
4. Implement the program in a flexible manner that is compatible with the child's needs and interests.
5. Be responsible for children through observation, monitoring and participation.
6. Interact with children using strategies that respect cultural diversity and personal attributes and are informed by principles of child development.
7. Work as a team member, understanding and acting within organisational policies and procedures regarding children and families.
8. Develop a cooperative relationship with all members of staff to ensure a smoothly operating centre and a consistently caring, secure and active environment that is responsible for all children at all times.
9. Treat each child with dignity and respect, taking into account any cultural or socio-economic or other differences which may arise.
10. Attend team meetings.
11. Assist the Director Childcare, Early Childhood Educators and Assistant Educators in any appropriate way.
12. Communicate effectively and use a team approach to achieve our goals.
13. Participate in training courses where appropriate.

14. Share cleaning responsibilities relating to the group and then with other staff in other areas of the centre.
15. Share responsibilities in ensuring safety of the centre's environment and equipment.
16. Develop a good rapport with parents, sharing positive information about the children with their parents.

In addition to the above, the incumbent is required to perform any other duties within their skill set as directed by the Director Childcare.

Interpersonal

The incumbent must possess the following personal attributes to be able to function effectively in this position:

- The maturity to work effectively and produce positive outcomes with people of all ages and at all levels of Council, members of the community and all other external parties.
- Strong interpersonal skills and the ability to create the environment necessary to promote and achieve effective performance.

Direction

This position takes direction from the Director Childcare but must be capable of operating with a high degree of autonomy to deliver the identified programs, activities and objectives of the centre within the scope of Council's current policies and procedures and the childcare industry standards.

Skills

The incumbent will have substantial technical skills, operational knowledge and capabilities in the following areas:

- Good knowledge of current childcare industry standards, and the ability to implement quality areas of early childhood environment according to the National Quality Framework.
- Previous experience in the preparation of early childhood programs.
- Well developed written communication and report writing skills.
- Excellent leadership, decision making and negotiating skills.
- Effective organisational skills.

Initiative

Must be able to show initiative to create new ideas or resolve problems as they arise, within the scope of Council's established policies and procedures. Situations beyond this scope are to be referred to the Director Childcare.

ROLE REQUIREMENTS

Branch

Only a developing knowledge of the Communities branch is required.

Statutory

The incumbent is required to possess knowledge of the *Education and Care Services National Law 2010*, the *Education and Care Services National Regulation 2011*, the National Quality Framework and Queensland Kindergarten Learning Guidelines.

Discipline

Extensive knowledge and experience within this discipline is required.

RELATIONSHIPS

Upward

- This position reports to the Director Childcare.

Downwards

- The supervision of Assistant Educators is required.

EXTENT OF AUTHORITY

Outcomes

The outcomes of this position are monitored by the Director Childcare.

Freedom to Act

Expected to act with a high degree of autonomy guided by Council's policies, procedures and Operational Plan.

Solutions

For solutions that are above and beyond the scope of Council's policies and procedures the issue is to be referred to the Director Childcare.

Assistance

Assistance is available through the Director Childcare.

ORGANISATIONAL ACCOUNTABILITIES

The organisational accountabilities are the expected standards of performance across all positions at Council.

Code of Conduct

The position incumbent is required to comply with Council's Employee Code of Conduct by conducting all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Customer Service

Council is focussed on delivering excellent customer service through innovation and the delivery of efficient and effective services. The position incumbent will be committed to providing a friendly and professional services in accordance with Council's Customer Service Charter.

Delegations

Administrative, financial and legislative delegations may be applicable to this position and are documented in the appropriate delegations register. It is the responsibility of the position incumbent to ensure they are aware of and adhere to any delegations applicable to this position.

Disaster Management

The position incumbent is required to assist, support and participate in Council's response to a disaster event, including any exercises and/or event where Council's business continuity plan is activated.

Fraud and Corruption

Fraud and corruption is not tolerated at Council. It is the responsibility of the position incumbent to detect and prevent fraud and corruption from occurring. The position incumbent has an obligation to report suspected or known incidents of fraud and corruption in accordance with Council's Fraud and Corruption Control Policy.

Information Management

The position incumbent is required to ensure adequate records of actions taken and decisions made whilst undertaking this position are created and maintained in accordance

with Council's Information Management policies and practices to ensure compliance with the *Public Records Act 2002*.

Work Health and Safety

The position incumbent will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Safety Management System. The position incumbent will also comply with the health and safety duties as stated in the relevant Work Health and Safety Due Diligence and Responsibility Statement and any reasonable instructions given in respect to the health and safety of themselves and other persons.

VISION, MISSION AND VALUES

Vision

We will deliver sustainable services to enhance the liveability of our community while embracing our economic, cultural and natural diversity.

Everything we do should contribute towards achieving our vision.

Mission

Lead, Engage and Empower

We achieve our Vision by demonstrating leadership, engaging and empowering our community and staff.

Values

The position incumbent is required to demonstrate Council's values through the demonstration of each value's associated behaviours. Council's values are:

Leadership

We lead through excellence and partner with the community to achieve Council's vision and mission.

- I am approachable;
- I lead by example;
- I treat everyone fairly;
- I continue to learn and develop; and
- I look for opportunities for continuous improvement.



Accountability

We accept ownership of our role and take responsibility for our actions. We are results focused, take pride in our successes and efforts and learn from our mistakes.

- I undertake my role to the best of my ability;
- I own my actions and decisions;
- I strive to do better and learn;
- I do what I say I am going to do; and
- I use Council resources responsibly.



Integrity

We strive to be valued and trusted by the Lockyer Valley community. We are respectful, open, transparent and honest in our dealings with the community. At all times we act in the best interests of the community.

- I take responsibility for my actions;
- I am honest in my words and actions;
- I respect myself and my team;
- I do the right thing, because it's the right thing to do; and
- I consider the legacy I am leaving for the next person and do the work accordingly.



Communication

We embrace diversity and communicate openly and honestly. We listen actively, consider and value the views of others. Our communication is clear, concise and consistent.

- I communicate honestly and respectfully;
- I listen to and respect the opinions of all;
- I use language to suit the audience;



- I create open communication pathways; and
- I provide information within agreed timeframes.

Customer Focus



We strive to engage and communicate with our internal and external customers to meet agreed outcomes. We identify and aim to meet the needs of all customers in a responsive and equitable manner.

- I listen respectfully to all customers' feedback and take appropriate action;
- I do my best to facilitate a solution;
- I am diligent and proactive when responding to customers' needs;
- I show empathy to customers; and
- I treat all customers the same.

Teamwork & Collaboration



We value creative thinking and look for opportunities to collaborate and connect to deliver a better Lockyer Valley. We work together by recognising and sharing our talents, skills, experience and knowledge.

- I actively participate and contribute to the best of my ability;
- I offer others assistance if they need a hand;
- I am always courteous and professional;
- I always respect the contributions of others; and
- I freely share my talents, skills and knowledge.

PERFORMANCE STANDARDS

Performance standards will be determined by your immediate supervisor and will be reviewed as part of Council's performance appraisal process.

KEY SELECTION CRITERIA

The criteria that must be satisfied by applicants for this appointment include the following:

1. The following qualifications, practical experience, vaccinations and licences:
 - Four (4) year tertiary qualification in early childhood or otherwise meet the ACECQA requirements to be an Early Childhood Teacher;
 - Current Senior First Aid, Anaphylaxis, Asthma and CPR certificate;
 - A "Positive Notice Blue Card for Child Related Employment";
 - COVID-19 Vaccinations in accordance with Queensland Health Directions; and
 - A current driver's licence (Class C).
2. Demonstrated ability to meet the following Organisational Fit criteria:
 - Enthusiastic and Positive;
 - Innovative;
 - Engaged, Proactive and Solution Focused;
 - Team Player; and
 - Customer Service.
3. Demonstrated understanding of current Early Childhood Framework, Guidelines and National Quality Standards.
4. Demonstrated ability to understand, interpret and respond to the needs of the children in your care, while providing developmentally appropriate programs that stimulate the growth of the whole child.

5. Ability to work as a constructive and supportive team member with children, parents and colleagues, and when required, assume leadership responsibilities on behalf of children.
6. Demonstrated ability to accept professional responsibility to maintain standards and take an ethical approach to work with children, families and colleagues including maintaining confidentiality at all times.
7. Ability to take on a leadership role where required.