Position Description

EARLY CHILDHOOD TEACHER

BACKGROUND
In 1962 St John’s Lutheran Parish commenced a primary school on the former Geelong Grammar site at the Pakington and Aberdeen Street intersection, Geelong, before establishing the St John’s Lutheran Kindergarten in 1963. St John’s Lutheran School is now a vibrant and well-respected Kindergarten to Year 6 School.

St John’s Lutheran School & Kindergarten is school of Lutheran Education Victoria, New South Wales & Tasmania (LEVNT). LEVNT is supported by Queensland Lutheran Early Childhood Services Branch (QLECS) to support Children’s Services with professional management to meet Governance, Regulatory requirements and Quality Improvement. The Geelong Lutheran College School Council is the governing council of the school and kindergarten and is the employer of Early Childhood Staff. The Lutheran Church of Australia Victorian District is the Approved Provider under the Education and Care Services National Law 2010.

St John’s Lutheran School has continued as a school that offers a comprehensive education to children in a Christian environment. Although a Lutheran school, it has from its beginning welcomed and valued the support given by those in the greater Geelong community wishing to educate their children in a Christian environment. The school endeavours to set up and maintain a framework of Christian attitudes and relationships which will permeate and integrate its entire life and work and thereby help it to grow as a caring community.

School Vision Statement
Learn. Imagine. Grow

School Mission Statement
St John’s Lutheran School shares the mission of all Lutheran schools and aims to encourage and support students, informed and sustained by the Word of God, to develop their God-given talents so that they may shape and enrich their world.

STATEMENT OF COMMITMENT TO CHILD SAFETY
St John's Lutheran School is committed to being a Child Safe organisation. St John’s Lutheran School has a zero tolerance for child abuse and is committed to acting in children’s best interests and in keeping them safe from harm. St John's Lutheran School regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

POSITION OBJECTIVES
At St John’s Lutheran School, Geelong, it is expected that each teacher supports the Christian ethos of the school. A good example for Christian living is to be given to children and parents by the teacher’s words and actions. Positive reinforcement is of utmost importance. Where correction is needed this is to be given in a
loving, caring manner and forgiveness is to be freely offered to children who err as God forgives each of us for Jesus’ sake.

The Christian Education environment we offer depends largely on the maturity and professionalism of all staff. Therefore, it is expected that the Early Childhood Teacher will co-operate fully with the College Principal, Campus Principal, the Service Leader, other staff and the School Council in adhering to the policies, teachings, culture and traditions, as well as fostering the ethos of St John’s Lutheran School, Geelong.

To develop and provide a high quality developmentally appropriate, educational program for the children for whom the teacher is directly responsible, the program should be centred on the needs, interests, strengths and weaknesses of the children and should also be responsive to the needs of the parents and community.

THE ROLE

The Early Childhood Teacher is responsible for:

1. Planning and delivering a high quality early childhood curriculum based on the Early Years Learning Framework and the Victorian Kindergarten Guidelines
2. Maintaining all documentation required to support children’s learning and development
3. Fostering the well-being and development of all individuals associated with the service through the creation of a secure and supportive environment
4. Behave as a member of a team and collaborate with the Service Leader and the School to maintain the highest possible standards of care and development
5. Liaise with and report to the Service Leader
6. Engage in personal and professional development to ensure a thorough knowledge of all aspects relating to early childhood education and the service’s operation
7. Participate in professional development opportunities such as retreats, conferences and workshops presented by LEVNT and/or QLECS. Take advantage of professional learning opportunities offered by St John’s Lutheran School
8. Perform all duties in an ethical and transparent manner incorporating moral principles of honesty and trust and declaring any conflict of interest that may arise
9. Maintain confidentiality of all information
10. Maintain consistency with the mission and vision of the School
11. Participate together with other service staff in the community life of St John’s engaging in professional, social, spiritual and learning opportunities, as appropriate.

The Task

The Early Childhood Teacher is responsible to the Service Leader of the Service and through him/her to St John’s Lutheran School. The position involves the planning and implementing of an early childhood education program, ensuring a quality program is offered and partnerships with families are created and maintained.

Key responsibilities are:

- To provide a safe, secure and inviting environment for all children enrolled at the service
• To support families in their parenting role
• To establish an environment that meets the emotional, social, cognitive, spiritual and physical needs of all children enrolled in the service
• To foster positive staff relationships so that the work will be rewarding
• To supervise all staff within the room and oversee a quality early childhood program
• To work cooperatively and collaboratively with all staff and families
• To assist to foster links between the service and the local community, including the local congregation.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The position is accountable to the School Council through the College Principal, the Campus Principal and the Committee of Management. Specific responsibilities to be directed by the Service Leader.

The Early Childhood Teacher shall abide by the constitution and by-laws of St John’s Lutheran School, LCAVD and LEVNT, accept the policies and objectives determined by School Council and be consistent with the principles of good practice in development and maintenance of professional relationships.

The Early Childhood Teacher shall maintain his/her professional knowledge and skills by identifying and participating in various conferences, seminars, professional development activities and workshops determined in consultation with the Service Leader.

The Early Childhood Teacher may be required to take the role of the Nominated Supervisor and/or the Educational Leader of the service.

DUTIES

The Early Childhood Teacher is expected to work within the CORE focus areas:

Christ-Centred:
• Foster and nurture the Christian foundation and environment of St John’s.
• Include components of the beginning strand of the LEA Christian Studies Curriculum within the program for the children.
• Attend significant community and Church events such as family services, staff dedications, Christmas concerts, etc, as organised by the service.
• Provide spiritual leadership to the staff and families within the service upholding the School’s ethos.

Operational Sustainability:
• Ensure a nurturing, warm, friendly, secure environment for the children within the group
• Ensuring that the individual needs of the children are identified and met
• Ensuring that children are treated in ways which are appropriate to their cultural heritage and family circumstances;
• Ensuring the health and safety of each child in the Service
• Planning programs that incorporate children’s interests, current pedagogy and best practice, following the National Early Years Learning Framework
• Nurturing a developmental, play-based, child focused approach to learning for both staff and children
• Communicating and sharing ideas involving the curriculum with other staff, parents and the wider community (if needed)
• Maintaining and developing the Christian ethos of St John’s
• Developing children’s spiritual awareness through the exploration of belief systems and celebrations embraced by St John’s
• Facilitating worship opportunities for children and families
• Assist in preparation for the National Quality Framework Assessment and Rating process, ensuring that regulatory and rating standards are achieved

Relational Matters:
• Supporting and encouraging the development of partnerships with parents
• Ensuring that all parents are made to feel welcome in the service
• Encouraging parents to be actively involved in the Service
• Ensuring that parents’ needs are met, and concerns are managed in a professional manner
• Providing regular informative newsletters and information sharing sessions
• Maintaining open communication with all staff within the service
• Maintaining the room in a clean and organised manner
• Ensuring the room is aesthetically pleasing

Enhancement and Improvement:
• Participating in strategic planning for the service and monitor the implementation of those plans
• Identifying areas of need for personal professional development
• Drawing on available knowledge, skills and resources in the planning and implementation of programs
• Attending conferences, participating in in-house and other professional development opportunities including LEVNT Early Childhood Conferences / Retreats
• Developing and adopting a team spirit of mutual respect and support
• Acting in accordance with the expectations and ethical practice of a Christian organisation.

QUALIFICATIONS AND EXPERIENCE

Essential Qualifications
• Bachelor of Education (Early Childhood) or equivalent.
• Teacher registered in Victoria (or able to obtain registration).
• A proven track record of successful work in early childhood education
• Understanding, knowledge of, and commitment to early childhood education.
• Current First Aid and CPR; Anaphylaxis and Asthma Management Training

Personal Attributes
• Excellent communication skills;
• A ‘team oriented’ educator;
• Willing to, and demonstrating the ability to, embrace the challenges of a changing educational context;
• Reliable, trustworthy and ethical;
• Professional in their approach to teaching;
• Willingness to work within the Christian ethos of the organisation
Selection Criteria


2. Demonstrated high levels of skills in communication and consultation that would indicate the capacity to work effectively with people from all sectors of the children’s services community, including Service Leaders, Coordinators, school principals, government representatives, families and the wider community.

3. Ability to identify and use information and other available resources to implement policies, procedures, priorities and practices.

4. Demonstrated knowledge and experience with Children’s Services operations and programs including children’s developmental stages and their emotional, physical and other needs.

5. Understanding of budgets and financial matters relating to early childhood services.

6. Understanding of relevant employment regulations, acts and industrial awards.

7. Knowledge of health, safety, hygiene and first aid principles, including OH&S and risk management.

8. Demonstrated sound knowledge of and experience in management and administration using initiative and high order organisational skills.

9. An ability to work in a Christian context and provide spiritual leadership to the Service Leader/Coordinator and staff of the service.

10. Ability to work independently as well as in a team environment.

EMPLOYMENT CONDITIONS

1. Attendance at meetings and staff conferences outside usual hours may be required.

Additional Relevant Information

1. Your application should address your ability to meet each of the selection criteria.

2. If you think you possess the qualities to join our team then we would love to hear from you. Please email your application in one PDF or Word file to:

   The Campus Principal
   employment@stjohns.vic.edu.au

2. REMUNERATION - Salary and conditions of employment are in accordance with the Educational Services (Schools) Teachers Award 2010 and the National Employment Standards.

3. CHILD PROTECTION – As St John’s Lutheran School has a commitment to child safety, teaching staff will be responsible for understanding, applying and promoting the School’s child safety commitment, policies and procedures, including:
   - complying with the School’s Child Protection Code of Conduct and Staff and Student Professional Boundaries Guidelines
   - identifying and proactively addressing risks
   - identifying indicators of possible child abuse
   - reporting concerns to one of the College’s Child Safety Officers
   - taking all practicable steps to protect students where a risk to their safety has been identified
   - managing disclosures
   - reporting, including Mandatory Reporting
- promoting resilience and reporting amongst students
- being aware of issues relating to Aboriginal students, students from cultural and linguistic diverse backgrounds, or students with a disability, in addressing child protection teaching and disclosures.

**SPECIAL REQUIREMENTS:**

- Copy of all qualifications. (Certified)
- First Aid & CPR (current)
- Proof of name change (if applicable)
- Work visa (if applicable)
- Victoria Teacher Recognition Details