

Early Childhood Teacher

Position Details

Position Title:	Early Childhood Teacher
Reports to:	Director, Early and Junior School
Teaching:	Teacher
Campus Location:	Research Campus
Full-time/Fixed Term Contract:	Term 1, 2019 (Long Service Leave Replacement Position)

About ELTHAM College

ELTHAM College has been educating young women and men for the past 40 years. The College was conceived in 1973 as a new concept in independent, coeducational schooling. It was founded by a dynamic group of community members who were seeking schooling for their children that would look beyond average educational practice to education that fostered the talents, confidence, initiative and passion for learning in every individual.

Our location in the Nillumbik Shire, northeast of Melbourne, is no accident. Historically this district has inspired free thought and innovation. For years, artists, writers and intellectuals have been drawn to Nillumbik as a pivotal centre for inspiration. The notion of ELTHAM as one of Australia's few truly independent schools was founded within this creative culture.

ELTHAM College uses technology to enhance its operations in all areas and for this reason it requires its workforce to be competent and effective users of ICT. All applicants should be able to demonstrate their capacity and willingness to embrace appropriate technology to enhance the aims of the College.

Purpose of the Role

Our Early Learning Centre provides a creative, safe and nurturing environment that enhances each child's curiosity and natural desire to learn. This inspirational atmosphere celebrates the importance of play and encourages children to discover, question, create and to investigate possibilities about themselves and their world.

Our curriculum highlights all learning areas, including early language skills and emerging literacy. The children participate in a range of specialist sessions that include Library, Music, Creative Movement and Art. Nature based education is a key component of the ELC learning experience and supports the commitment to sustainable education principles.

The Early Learning Centre offer programs for three and four-year-old students. Currently we have two classrooms of three-year-old students and three classrooms of four-year-old students. Students attend between 2 – 5 days per week. A team of four teachers, four teaching assistants, specialist teachers and other part-time staff support the implementation of excellent early learning programs.

Major Duties

- To plan and implement programs which ensure that the Centre meets all the requirements of the preschool funding criteria of the Department of Education and Training. The National Quality Framework (NQF), that consists of the *Education and Care Services National Law* and *Education and Care Services National Regulations* and the Victorian Early Years Learning and Development framework (VEYLDF)
- Ability to demonstrate a commitment to team work is essential as well as excellent communication and interpersonal skills when working with families, children and staff members
- Ensuring the Early Learning Centre is at all times, compliant in relation to all Children Services Regulations
- Work collaboratively with ELC team members to ensure that the ELC continues to develop and deliver an innovative program of exceptional standards
- Provide leadership whilst working as a member of a co-operative team in order to provide an appropriate educational program for the children
- Ensure all actions are consistent with the policies of the College and Early Learning Centre
- Advise and inform Head of ELC of all matters pertaining to the effective operation of the Centre
- Be responsible for sharing housekeeping tasks of preparation, hygiene, safety and packing away, with other staff related to the daily program and presentation of the indoor and outdoor environment
- Undertake other duties as directed by the Director, ELC and Junior School, Head of ELC, peripheral to the position such as attendance at staff days, meetings and special events
- Work collaboratively to achieve the objectives of the Junior School from ELC to Year 6

Teaching and Planning

- Foster and inspire different approaches to stimulate a love of learning
- Engage with the school community in the purpose and practice of learning
- Contribute to the development and implementation of the necessary systems to ensure alignment with the National Quality Standards for Early Childhood Education and Care and the Early Years Learning Framework
- Support and collaborate with the Head of ELC and the ELC staff members in developing a Quality Improvement Plan to achieve either a 'Exceeds' or 'Excellent' rating under the National Quality Standards
- Embed the Reggio Emilia philosophy into daily practice so each child is valued and respected and viewed as competent and curious
- Foster a supportive and respectful learning environment which enhances student learning through play and through the development of relationships inspired by the school's values
- Promote excellence and cater for the needs of students to be both challenged and supported

- Utilise a range of pedagogical approaches in order to meet individual needs and engage students, including the use of digital technologies
- Develop and support the implementation of the pedagogical approaches by modelling the practice to staff in order to provide cohesive approaches across the ELC team.
- Demonstrate thorough processes for preparation, planning and documenting of the teaching and learning program
- Prepare and deliver effective teaching and learning programs within the frameworks in place in the Early Learning Centre
- Develop learning opportunities that are inclusive and engaging for each child so that individual learning plans and outcomes are achieved
- Establish and maintain a learning environment both indoors and outdoors that is stimulating and provides a wide range of resources and materials that the children can utilise to develop individual and group projects
- Ensure the curriculum is culturally inclusive and promotes each child as a global citizen
- Support the Head of ELC in overseeing the planning and implementation of the curriculum across the ELC rooms
- To maintain the written developmental records of children, programs and planning as specified in the regulations and by the Head of ELC
- To facilitate the development of a co-operative team within the Centre, aiming for individual staff to have a high level of identification with the goals and policies of the Centre
- To promote and support a team based approach to service development in the Centre, and work co-operatively and positively with all staff, Director, Junior School and Head of ELC
- To participate in parent education and discussion, complete ongoing planning including environmental planning, ongoing evaluation of teaching task and planning for children with additional needs
- Promote excellence and cater for needs of students to be both challenged and supported

Documentation, Assessment and Reporting

- Inform families of the learning program and the developments within the Centre through varied forms of documentation.
- Establish and maintain effective communication with parents through informal conversations, written summative reports, parent teacher interviews and other methods as required.
- Utilise the children's portfolios to document their individual learning journey and their contributions to the ELC community.

Student Well-Being

- Identify and cater for individual learner needs, conferring with other teachers, educators and/or specialist staff in the School, Director, Junior School and Head of ELC
- Maintain ongoing documentation of children to ensure that the individual needs of children are met
- Liaise with affiliated professionals when additional support is required to meet children's needs
- Provide pastoral and academic care of students within and beyond the ELC

Professional Learning

- Keep abreast of new advances and curriculum development in teaching areas as well as current developments in educational thinking
- Contribute to the professional learning of other staff members by sharing knowledge, ideas and resources

Professional Duty

- Establish effective communication and co-operative working relationships with teaching and non-teaching colleagues
- Maintain procedures and policies outlined in the Staff Hand Book and College Documents
- Ensure the ELC environment is safe and in accordance with the Workplace Health and Safety Regulations
- Participate in parent teacher meetings, staff and team meetings, and other scheduled meetings
- Attend official school functions as required
- Maintain professional confidentiality at all times
- Be flexible with work schedule as required

Other Duties

- Undertake such other duties as may be required by the Head of ELC, Director or Principal

Capabilities and Behaviours

- Demonstrates personal energy and enthusiasm for working with ELC and primary aged children
- Fosters a culture of openness and transparency
- Encourages collaboration across student, staff and community groups
- Develops effective working relationships and rapport with students
- Develops confidence and self-esteem in students and acts as a role model
- Models professional learning and development to inspire and support ELC staff
- Uses a wide range of teaching strategies to cater for a range of student learning needs and to monitor effectively student progress
- Understands the 'National Quality Standards' and 'The Early Years Learning Framework' and the 'Reggio Emilia' philosophy
- Ability to assist in the development/implementation and evaluation of policies and Procedures
- Uses and promotes ICT as a teaching learning and administrative tool
- Has excellent time management skills and ability to prioritise workload, able to be proactive and demonstrate initiative
- Is a team player with a hands on approach, flexible and adaptable

Professional Development

- The teacher will attend and contribute to relevant meetings and in-service, both within the College and externally, keeping abreast of current educational and children's services issues

- The teacher will recommend and participate in professional development of staff in consultation with the Director, ELC Co-ordinator and College, including orientation and performance review processes
- The teacher will ensure that they participate in a wide range of professional reading to ensure they achieve a broad and high level of pedagogical knowledge and understanding

Experience/Pre-requisites

- Experience in curriculum development in the early learning years
- Experience in working effectively in a team of staff
- Proven effective communication skills
- Knowledge and understanding of the EYLF and current issues in Early Childhood reforms
- Understanding of the philosophy and practice of the Reggio Emilia approach to learning

Qualifications Required

- A Degree in Early Childhood Education or Teaching qualification as approved by the Australian Children's Education and Care Quality Authority (ACECQA)
- A current Criminal Records Check (Police Check) and Working with Children Check
- A knowledge and understanding of the Reggio Emilia Educational Project is desirable
- Current First Aid Qualification
- An ability to teach Primary years is desirable, however, not essential
- Food handling certificate desirable, however, not essential
- VIT Teacher registration

Organisational Accountabilities

ELTHAM College is committed to the health, safety and wellbeing of its staff and students. ELTHAM College and its staff must comply with a range of statutory requirements, including child safe, equal opportunity, occupational health and safety, privacy and trade practice. ELTHAM College also expects staff to comply with its policies and procedures, which relate to statutory requirements and our day-to-day operations.

ELTHAM College takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all Child Safety Standards as specified in Ministerial Order No. 870 (2015).

Applications

Intending applicants are invited to submit a full curriculum vitae with names of three referees by Monday 12 November 2018 to employment@elthamcollege.vic.edu.au.

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