

ROLE ACCOUNTABILITY

KINDERGARTEN TEACHER

Role Title:	Kindergarten Teacher
Employment Status:	Full time
Reports to: Nominated Supervisor:	Belinda Raine and Sarah Thomas

QUALIFICATIONS AND REQUIREMENTS FOR THE POSITION

- Bachelor in Early Education and Care (0-8 years, 4-year equivalent Degree) or **Approved ACECQA qualification as required under the Regulations and that** meets the requirements of the Queensland Kindergarten Funding Essentials Guidelines.
- Current First Aid Certificate (approved by ACECQA)
- Current CPR Certificate (approved by ACECQA)
- Current Anaphylaxis Training (approved by ACECQA)
- Current Emergency Asthma Management Training (approved by ACECQA)
- Current Working with Children Check or teacher registration (exemption) as required under legislation
- Commitment to maintaining current knowledge and attending additional training as necessary

PRIMARY ROLE

- The Early Childhood Teacher/Kindergarten Teacher will provide comprehensive and effective educational and care services following the cultural, educational and developmental needs of our children. This role will include addressing the needs, concerns and sustainability of families and the wider community.
- The role will be responsible for the development and implementation of an innovative curriculum and the delivery of an approved kindergarten program. It must also meet the requirements under the *Education and Care Services National Law 2010*, the *Education and Care Services National Regulations 2011* and the National Quality Standards.
- Develop an early childhood education (ECE) program in line with the Early Years Learning Framework (EYLF), Queensland Learning Kindergarten Guideline (QLKG) and the National Quality Standards (NQS). All observations, programs and information developed at the service, for the service and concerning the service (including during personal time) always remain the property of the service.
- Ensure delivery of the program is compliant with the Queensland Kindergarten Funding Scheme: Funding Category Guidelines 2022.
- Implement and maintain an innovative ECE program:
 - o based on planning, reflective practices and intentional teaching.
 - o in conjunction with local businesses, schools and other organisations to broaden the children's connectedness to their community; and
 - o include appropriate indoor and outdoor experiences, physical activity, music and movement.
- Evaluate the ECE program according to the objectives and outcomes of the program and teaching strategies.
- Involve educators and other staff in planning, documenting and evaluating programs to promote staff development.
- Comply with the National Quality Framework, all relevant legislation both state and federal and the National Quality Standards. Regulations include, but are not limited to:
 - o Education and Care Services National Regulations
 - o Workplace Health and Safety Regulations
 - o Fire and Evacuation Legislation

- o Family Assistance Law and delivery of Child Care Subsidy.

Main responsibilities include:

- Welcome each child and their family to the service each day and ensure communication is meaningful.
- Be professional, kind, and respectful in all that you do and say.
- Communicate positively and respectfully with children, families, management, and other educators.
- Establishing relationships and developing positive interactions with children, families and educators.
- Commitment to ongoing learning and development as a professional under the Code of Ethics.
- Giving each child individual attention and comfort as required.
- Basic duties, including food preparation, cleaning, and gardening.
- Do your part to ensure that all educators, children and families have a sense of belonging at the service and that their experiences are positive.
- Ensure that all information provided to you via parent and staff conversations and phone calls is passed on to the appropriate persons confidentially and respectfully.

INDICATIVE DUTIES UNDER THE AWARD

- **Teacher** means a person employed as such by a school, children's service or early childhood education service and who performs duties that include delivering an educational program, assessing student participation in an education program, administering an education program and performing other duties incidental to the delivery of the education program.
- The duties of a teacher may include in addition to teaching, activities associated with administration, review, development and delivery of educational programs and co-curricular activities.

PROGRAM AND PRACTICE

Role Specific

- Responsible for the developmental programs and communication of these with families.
- Critically reflect on practises and set goals for quality improvement.
- Demonstrate the Principles and Practices of the Early Years Learning Framework, specifically:
 - o Principles
 1. Secure, respectful, and reciprocal relationships
 2. Partnerships
 3. High Expectations and Equity
 4. Respect for diversity
 5. Ongoing learning and reflective practice
 - o Practices
 1. Holistic approaches
 2. Responsiveness to children
 3. Learning through Play
 4. Intentional teaching
 5. Learning environments
 6. Cultural competence
 7. Continuity of learning and transitions
 8. Assessment for learning
- Demonstrate the Principles and Practices through commitment to the following:
- **High Expectations-** Recognise and respond to children achieving educational success and hold high expectations for their achievement in learning. Work in partnership with children, families, communities and external agencies to continually strive to ensure all children have opportunities to achieve learning outcomes.
- **Respect for diversity-** Demonstrate the ability to understand, communicate and effectively interact with people across all cultures. Valuing an ongoing commitment to developing cultural competence with children

and positive attitudes towards cultural differences whilst celebrating the benefits of diversity. Acknowledge and value the Australian Aboriginal and Torres Strait Islander culture and traditions.

- **Play-based learning environments-** demonstrate, role model and embed a program and environment that intentionally teaches children and families about sustainable practices and caring for their world. These include but are not limited to practices such as recycling, composting, water and energy efficiency, minimizing waste, eco-friendly products, discussing and researching environmental issues, maintaining natural gardens and plants and the care of centre animals. Engage children in play-based opportunities through worthwhile and challenging experiences and interactions that promote high-level thinking skills.
- **Inclusion-** Consider all children's social, cultural and linguistic diversity including learning styles, additional needs, abilities, family circumstances and gender in curriculum decision-making processes. Ensure all children have equitable access to resources and participation in the program with opportunities to demonstrate their learning and to value differences.
- **Community-** Promote a sense of community within the centre and build connections between the center and the local community. Provide opportunities for children to learn about and contribute to their local community.
- **Continuity of learning-** Build on children's previous experiences to assist children to feel secure, confident and included in transitions between home and the centre, a new room and school. Ensure children experience continuity in how to be and how to learn. In partnership with families and other educators, they assist children to understand the traditions, routines and practices of the setting to which they are moving and to ensure children feel comfortable with the process of change.
- **Assessment for Learning-** Gather and analyze rich and meaningful information and evidence about what children know, can do and understand as an ongoing cycle that includes planning, documenting and evaluating children's learning. Determine the extent to which all children are progressing towards realizing learning outcomes. Identify children who may need additional support to achieve learning outcomes or seek specialist help and support for families. Work in partnership to develop and implement appropriate assessment processes.
- Ensuring the smooth operation of the room including conducting group times, routines, transitions, toileting and nappy change, sleep, rest and mealtimes.
- Include children's current knowledge, ideas, culture, abilities, and interests into the foundation of the program.
- Support children's agency and assist them in making choices and decisions as appropriate.
- Respond to children's play ideas and play and use intentional teaching to extend their learning.
- Communicate children's play ideas and interests with other educators and include them in programs and extensions.
- Be proactive in researching ways to extend children's learning.
- Develop collaboratively and implement action plans for children that have diverse or specific needs, including medical, behavioural or developmental.
- Use a range of techniques to observe, document and learn about children, including summative assessment.
- Prepare transition statements of each child's learning and development during the kindergarten year. These should be created by teachers in collaboration with the children, their parents/carers, and support personnel.

HEALTH, SAFETY AND HYGIENE

- Ensure children are always supervised including during routine times such as toileting, sleeping/resting, mealtimes and both indoor and outdoor play.
- Be actively involved in regular head counts and confirming children in attendance with visual checks of faces and recording on rolls and other documentation throughout the day.
- You must be actively involved in children's learning and play. Supervision at a distance without interaction is not effective or accepted.

- Ensure all relevant checklists and forms are completed honestly and promptly by yourself and other educators in your room and communicate with the Nominated Supervisor.
- Ensure all children are protected from harm and hazard, and set up learning environments safely, including relevant fall zones and surfacing for climbing equipment.
- Ensure that incident, medication and other relevant forms are completed honestly and promptly.
- You are a mandatory reporter and must notify of any child protection issues, you should in the first instance discuss with your Nominated Supervisor and ensure that you follow through until you are happy with the outcome and steps taken including, but not limited to reporting to the relevant authorities.
- You must comply with workplace health and safety requirements including taking all reasonable steps for your health and safety while at work and taking reasonable care that your acts or omissions do not adversely affect the health and safety of other persons.
- You must understand that manual handling is an integral part of this role. You will be expected to be fit to work with children and perform manual tasks, including, but not limited to:
 - a. lifting children and other equipment using recognised safe lifting techniques
 - b. Bending, twisting and getting down to the child's level
 - c. Sweeping, mopping, vacuuming and other cleaning tasks
 - d. Gardening
 - e. Extended periods of standing and sitting
 - f. Respond to the needs of each child throughout the day and in emergencies.
- You are required to ensure that environments are maintained cleanly and hygienically and that trip/slip hazards are attended to immediately and reported as necessary.
- Have due regard for the health and safety of children, families, educators, visitors, and yourself.
- Take due and adequate care of equipment and materials and follow the guide for the care, storage, and maintenance of equipment.
- Participate in evacuation and lockdown drills seriously and communicate any identified improvements.
- Meet each child's individual need for rest, sleep, toileting, and meals, even when these are outside of routine times.
- Promote and role model healthy eating with children.
- Ensure children are provided with access to clean, hygienic drinking water throughout the day.
- Always follow safe sleeping practices.
- Conduct risk assessments, in collaboration with others, communicate these to those involved and follow control measures identified in these documents.
- Respond to, and administer first aid or medication as prescribed and record and notify management and parents when an incident occurs

PHYSICAL ENVIRONMENTS AND SUSTAINABILITY

- Set up environments so that they are safe, interesting, and appealing to children.
- Maintain equipment, buildings, and all surfaces cleanly and hygienically always.
- Report damaged equipment, buildings or facilities immediately to the nominated supervisor and record on the damaged equipment log.
- Foster an interest in caring for the environment with children and support them in, exploring, watering, weeding, and planting.
- Maintain gardens, plants, and other living elements at the service.
- Ensure environments are inviting, and uncluttered and always show a high level of pride.
- Support and encourage children to contribute to the service's sustainable practices including, but not limited to water and energy conservation, recycling programs, use of reused, reclaimed items and limiting unnecessary wastage.
- Ensure environments are inclusive and suitable for the ages and stages of children in care.

- Promote physical activity and participate in games and activities that develop gross motor development and fitness in young children.

STAFF RELATIONSHIPS AND STAFFING REQUIREMENTS

- Always ensure that you are present for your shift and are directly working with children as required.
- Be on time for your shift and return from breaks. Play your part in providing continuity for children and families at our service and follow the Employee Leave Policy for absences from the service.
- Be aware of the ratios and qualification requirements always needed.
- Monitor child and educator numbers and communicate with other lead educators and/or Nominated Supervisors concerning staffing requirements.
- Communicate positively and respectfully with all other team members and recognise their input and strengths.
- Work collaboratively with other staff members to affirm, challenge, support and learn from each other to further develop their skills and to improve practice and relationships
- Follow the Early Childhood Australia Code of Ethics 2016 be committed to your professional ethics and support those around you to do so as well. Report any unprofessional behaviour that does not align with these ethics.
- Supervise and provide positive guidance to other staff including trainees, students, and volunteers.

INTERACTIONS WITH CHILDREN

- Ensure that the dignity and rights of every child are always respected.
- Encourage and build self-esteem in each child and in no way shame or embarrass any child at any time.
- Ensure interactions with each child are warm and responsive and build trusting relationships.
- You must always ensure that positive behavior guidance is used. Educators are not to use isolation, "time-out" or any other methods that are humiliating or disrespectful. Harsh communication or any form of physical contact when responding to behaviour will not be tolerated.
- Take time to understand the emotions behind children's behaviours and support their self-regulation.
- Support children to regulate each other's behaviour respectfully.
- Ensure the dignity and rights of every child are always maintained. Report any instances where you believe this is not occurring.

RELATIONSHIPS WITH FAMILIES AND COMMUNITY

- Maintain relationships with families in the service, remembering always that they are our clients.
- Welcome families and support them in transitioning to care or into your room.
- Ensure sensitive information to be shared with families is done so professionally and sensitively and only after consultation with the Nominated Supervisor or responsible person.
- Give recognition and empathy to the attitudes and feelings of the parents who leave their children.
- Share information about each child's day upon collection and always be sensitive.
- Support children to learn more about their community.
- Develop collaborative working relationships with educators and other staff and Prep teachers from local schools to meet the developmental needs of each child
- Participate in special events held at the service.

COMPLIANCE

- Be aware of and follow service policies and procedures and fully complete any service forms to meet regulatory requirements.
- Contribute to the service Quality Improvement Plan, Philosophy and Policy reviews
- Maintain records on each child and the program as per regulations and quality standards. These include, but are not limited to, developmental records, health-related records, allergies and cultural or religious beliefs.
Please note all intellectual property remains the property of the centre.

- Handle any complaints per the service Grievance Resolution Policy and Procedures.
- Your appearance is expected to be always maintained at a high level.
- You are always required to remain professional including discussions about the centre outside of employment hours. Breaches of confidentiality including via social media will lead to performance management and possible termination of employment.
- Actively promote and maintain a positive image of the Centre.
- **Meets the requirements of the Early Child Teacher under the Queensland Kindergarten Funding Essentials Guidelines**, for example ensuring all children transitioning to Prep the following year have a Transition statement on the QCAA portal.

OTHER ONGOING REQUIREMENTS

- Always present yourself professionally when representing the service and ensure that your actions do not reflect poorly upon the service at any time.
- Commitment to continuous improvement and professional development relevant to the role.
- Effective communication and interpersonal skills with both adults and children.
- Perform all tasks honestly and transparently. Ensure that all communications whether written or verbal are accurate, honest, and transparent.
- Ensure you are aware of the National Quality Standards and how they interact with this role.
- Attendance at out-of-hours training or meetings as requested.
- Accept direction and constructive suggestions for ongoing continual improvement.
- Your appearance is expected to be always maintained at a high level. You must wear clothing that protects you from possible harm as advised by your manager including, but not limited to; sun-safe clothing and a wide-brimmed hat.
- You are not permitted to use personal devices capable of taking digital images or video recordings when working with children. Only service-supplied devices may be used for taking and storing images and videos. Exceptions for health or family reasons must be approved in writing using the appropriate form.
- Ensure all images and videos are appropriate and taken for meaningful purposes directly related to the provision of education and care.
- Comply with the requirements as per the National Model Code for the taking of images, and access to and storage of images as per the Information Technology and social media Policy.
- Where you are issued with a service-supplied device capable of taking images and videos, ensure that any such images are transferred to a service-supplied device and permanently deleted before leaving the service or using it for personal use.
- Monitor and report any unauthorised use of personal devices by staff, students, volunteers and other adults at the service.
- Perform any other task as requested by the Approved Provider, Nominated Supervisor or management representative that is lawful and does not pose a health or safety risk.

I, acknowledge that I have read and understood the position duties described in this Role Accountability and agree to carry out my duties to meet these outcomes to the best of my ability. **To the best of my knowledge, there is no known reason why I would be unable to fulfil these responsibilities.** I also understand that at times I may be required to undertake additional duties relevant to the position that are not listed in this statement and that fall within my competency and skill set. I have received a copy of this Role Accountability.

Team Member's Name	Signature	Date
Management Name	Signature	Date