

Early Learning Centre Teacher

A vacancy exists for a 1.0 FTE Early Learning Centre Teacher, commencing in Term 3 2022.

General information for application

Kingswood College is a co-educational Kindergarten to Year 12 College. We have been educating young people since 1890. Our bold vision is to be a world class school, where our students' potential soars because we nurture and challenge them to know themselves and achieve their personal best as global citizens.

Kingswood College's model for learning emphasises broad, holistic, student-centred learning for the mind, heart, body and spirit, based on our core values of respect, integrity, compassion and responsibility. Implementation of the LATTICE framework provides a holistic, innovative, collaborative, and engaging structure through which learning programs are reviewed, renewed, or reimaged.

In 2021 Kingswood College launched our new Strategic Plan: Towards 2025 and you can download a copy [here](#).

Kingswood College is committed to child safety. We have zero tolerance of child abuse, and we implement appropriate recruitment and vetting practices. Applicants will need to provide evidence of VIT registration or a current Working With Children Check for Employees prior to commencement of their employment. Reference checks will be completed as part of the employment process. Applicants should become familiar with our child safe practices as described in our Child Safe Policy, as well as the Code of Conduct, which are available on the College [website](#).

Applicants are free to structure applications in any manner they choose, but should ensure that the following are included in a **single PDF**:

- A letter of application.
- A summary of experience and qualifications (CV).
- The names, contact details, including email address, of three professional referees who can provide information regarding the applicant in relation to the key selection criteria.

General Selection Criteria

Applicants should provide evidence of their experience/capacity to meet the following criteria:

- Exemplary teaching and learning skills which achieves an optimal level of student learning.
- Demonstrated capacity to build teamwork and develop co-operative and constructive working relationships that promote quality teaching and learning practices.
- Ability to initiate, plan and implement programs in response to educational needs and priorities.
- Capacity to reflect upon professional practice and to assist and support colleagues to develop their own skills.
- Demonstrated high level of communication and interpersonal skills when relating to students, colleagues, parents and broader community.
- Demonstrated experience/capacity to fulfil the core responsibilities of the position.
- Personal commitment to child safety and protecting children and to observing child safe practices.

Full details can be found on the Kingswood College [website](#)

Applications close at midday on Thursday 7 July 2022 and should be emailed to principal@kingswoodcollege.vic.edu.au

We look forward to receiving your application.

Elisabeth Lenders
Principal
Kingswood College

Early Learning Centre Teacher

Position Description

The position of Early Childhood Teacher is responsible for the day to day running of the Pre Prep or Kindergarten program within the College's Early Learning Centre.

Key roles and responsibilities

- The Early Childhood Teacher is responsible for the delivery of the ELC program and for the wellbeing of children.
- Ensuring the Early Learning Centre is at all times compliant in relation to all Children's Services Regulations.
- Acting as a responsible person and fulfilling all associated responsibilities.
- To plan and implement programs which ensure the centre meets all requirements of the preschool funding criteria of the DET, 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.
- Delivering an inviting program that recognises children's strengths and allows them to feel secure, happy and valued.
- Documenting children's learning and growth through learning stories, portfolio pieces and other relevant documentation.
- Through regular observations and documentation, support all children with individual needs within the program.
- Providing regular feedback about the progress and development of individual children and encouraging open communication.
- Ensuring the safety and security of children at all times.
- Implementation and adherence to the policies and procedures of the Early Learning Centre.
- Attendance at relevant external, College and Junior School meetings.
- Attendance at Open days, Celebration Night, parent information nights and other special events as directed by the Head of Junior School or Coordinator of Early Learning Centre.
- Ensuring all communication with families, children and other staff occur in a respectful and professional manner which represents the Centre appropriately and responds to the needs of the children and parents.
- Attend to and contribute to Early Learning Centre, Junior School and College meetings.
- Contribute to the Early Learning Centre family communication.
- Assist with the daily administration of the centre and undertake duties as requested by the Early Learning Centre Coordinator or Head of Junior School.

Other duties

- Assist in maintaining the general cleanliness and attractiveness of the Early Learning Centre.
- To be familiar with, support and assist in the implementation of the policies and handbook information of Kingswood College Early Learning Centre.
- To be familiar with the Emergency Management Plan and evacuation procedures, that applies to the Early Learning Centre specifically and to the College generally.
- To attend and contribute to professional development as approved by the Early Learning Centre Coordinator and Head of Junior School.
- Maintain appropriate paperwork to meet Funding and Regulatory requirements.
- At all times respect the privacy of families and ensure confidentiality of any information provided.

- Contribute to a culture which promotes Child Safety, by becoming familiar with, and implementing the policies associated with Child Safety at the College, including:
 - Child Safe Policy
 - Respectful and Safe Schools Policy and Guidelines
 - Student Duty of Care
 - Student Supervision
 - Mandatory Reporting
 - Reportable Conduct.
- Become familiar with, and comply with, operational policies of the College.

Qualifications

- Applicants must hold a Bachelor of Early Childhood Education or equivalent and have relevant experience.
- Must be eligible to work within Australia.
- Satisfactory Working with Children Check and current first aid qualifications (including up to date CPR qualifications and anaphylaxis management) are required.
- VIT registered.
- Applicants must have a demonstrated passion for working with children; to develop their learning skills and social confidence and be willing to work as part of a positive and supportive team to achieve the Centre's aims and goals.
- An understanding of, and experience in the International Baccalaureate Primary Years Programme would be an advantage.

Responsible to

- Coordinator of Early Learning Centre
- Head of Junior School
- Principal

Kingswood College is committed to child safety

Kingswood College is an authorised International Baccalaureate (IB) World School for the Primary Years Programme (PYP) committed to supporting the mission of the IB.

Kingswood College reserves the right to modify position descriptions as required. Staff will be consulted in any such process.