

## POSITION DESCRIPTION

<b>Position Title</b>	Kindergarten Teacher
<b>Award</b>	Educational Services (Teachers) Award 2020
<b>Salary</b>	Remuneration is in accordance with the above award and dependent on qualifications and experience.
<b>Employment Type</b>	Full-time
<b>Contract Type</b>	Permanent
<b>Position reports to</b>	Manager, Children Services
<b>Location</b>	8 Corsair Street Richmond, VIC 3121
<b>Date Revised</b>	May 2024

### Organisation Background

PRONIA, meaning “to provide” is an established community services agency with a rich 50-year history servicing the needs of the culturally and linguistically diverse backgrounds, including the Australian-Greek community. We advocate for the vulnerable and provide innovative services to meet current and emerging multicultural community needs.

PRONIA’s programs focus on providing direct services, including counselling, information provision, and crisis intervention, community education as well on the delivery of specialist services in aged care, disabilities, family and children’s programs. All services are delivered in a linguistically and culturally appropriate manner with a commitment to enhance individual’s capacity and build community capital.

#### Our Vision

An inclusive society where people from Greek and other backgrounds can be supported to live their best lives.

#### Our Statement of Purpose

To empower vulnerable members of the Australian - Greek Community to reach their full potential. This will be achieved predominantly by undertaking service provision and complimented by ancillary services, which support our clients including advocacy, policy development and research in an innovative, culturally and linguistically appropriate manner.

### Role Purpose

The position is primarily responsible for duties and tasks at Alpha Early Learning Centre and Kindergarten.

The Centre is licensed for 55 children, operating from 7.00am to 6.00pm Monday to Friday with a developed bilingual/multicultural program. The Unit is also responsible for exploring and driving service innovation and research, strategic partnerships, program development, implementation and evaluation and the pursuit of funding and other income generating opportunities from government, philanthropic trusts and social enterprises.

The position provides:

- An exemplary quality program that is child and family centred within the National Quality Framework and Standards; Maintain target outcomes, ensuring full utilization of the room.
- Pursues funding and other income generating opportunities under the guidance of the Centre/Unit Manager.
- Demonstrates service excellence on a daily basis via strong evidence base.

## Key Responsibilities

### Key Duties

- Assist in the preparation, implementation and evaluation of developmentally appropriate programs for individual children or groups;
- Responsible for recording observations of individual children or groups for program planning Purposes for qualified staff/Program Planning Staff as required;
- Under direction, work with individual children with particular needs;
- Assist in the direction of untrained staff as required;
- Undertake and implement the requirements of quality assurance;
- Work in accordance with food safety regulations.
- Ensure a safe environment is maintained for both staff and children at all time;
- Ensure the Children’s Centre policies and procedures are adhered to;
- Liaise with families as required;
- Other duties as required.

### Program Implementation, Review & Improvement

- Adhere to the Children’s Services Regulations and Act, and the Alpha Early Learning Centre/PRONIA policies and procedures.
- Report to the Children’s Services Manager promptly and accurately on issues of concern relating to the health, care, safety and wellbeing of children.
- Adhere to organisational reporting requirements as per policy and procedures.
- Participate in the review of all programs no less than once every 2.5 years and in the first quarter of the review year.
- To ensure compliance and all processes are reviewed on a yearly basis.
- Actively participate in the ongoing implementation of the National Quality standards, the National Quality Framework (NQF) and any other similar systems and procedures.
- Take into account other staff, parents’ and children’s needs; legal and regulatory frameworks; external benchmarking and community standards; financial constraints and considerations and continuous improvement and best practice levels.

- Ongoing written and verbal accountability to the Children’s Services Manager in relation to program.
- Participate in the review, development and implementation of the Children’s Centre’s policies and procedures.
- Ensure that relievers are informed, are made aware and follow Children’s Centre’s policies and procedures.
- To support language delivery in the Early Years (Greek Bilingual Program and other eg ELLA Program)
- Keep up with emerging needs in children’s services and pre-school education and contribute towards further expanding the children & family program services within the community.
- To foster and promote the, practices and code of conduct of the children’s centre.
- Foster and Promote environmental and sustainable practices in program delivery.

### **Responsibilities**

- To attend to and supervise at all times, the children in the Children’s Centre’s care.
- Assist in the implementation of daily care routines.
- Assist in the preparation, implementation and evaluation of developmentally appropriate programs for individual children or groups
- Responsible for recording observations of individual children or groups for program planning purposes for qualified staff.
- Under direction, work with individual children with particular needs.
- Assist in the direction of untrained staff as required.
- Work in accordance with food safety regulations
- Provide to each child individual attention and comfort as required.
- Understand and work according to the Children’s Centre’s service’s policies and procedures.
- To understand and implement all legal requirements associated with children in the Children’s Centre’s care
- To ensure the maintenance of a healthy, safe and stimulating environment.
- To contribute positively to the development of the children’s independence and self-esteem.
- To develop communication with parents and families in relation to the care of children.
- Other duties as required.

### **Professional Development**

- Participate in performance reviews as directed by the Children’s Centre Manager.
- Participate in mandatory and non-mandatory training as required by the organisation.
- Direct self in learning opportunities and seek support from the Children’s Centre Manager.

### **OHS**

- Contribute to the Risk Management & OH&S obligations within the centre and the organisation as required
- Ensure adherence to PRONIA OHS policy and procedures and safe working practices.
- Ensure that work and services are provided in a safe manner at all times by regularly reviewing practices and environment and by participating in OH&S meetings/training where required.

- Ensure compliance with the ACECQA Regulatory Framework, Education and Care National Services Regulations, Education and Care Services National Law Act 2010; DET and approved learning frameworks.
- Participate in ongoing education and staff training.
- Undertake programmatic evaluation with families through analysis of the annual consultation questionnaires.
- Ensure adherence to mechanisms in place to prevent and manage sentinel events such as emergencies, fire safety, OHS and infection control.
- Participate in OHS meetings/Staff meetings, internal and external training as required by the organisation.
- Ensure all incidents are reported to the Manager/2IC in a timely manner.

#### **Administrative**

- Attend all relevant staff meetings.
- Accurately complete timesheets on a routine basis and comply with sign in/out processes.
- Provide reports and feedback to the Children’s Centre Manager and 2IC, as directed.

#### **Key Relationships**

- Productive working relationships must be developed and maintained with the Children’s Centre Manager, team leaders and other Centre staff.
- Service oriented relationships need to be developed and maintained with all parents, children and families who require the services of this position.
- Co-operative relationships must be developed and maintained with parents and families of the children to ensure that parents are informed about the needs of their children and are actively involved in the progress and development of their children.
- Co-operative relationships must be developed and maintained with the PRONIA and program resource and advisory groups.

### **Safeguarding our Employees**

At PRONIA we recognise that family violence in a gendered issue which is evident across the life span, is a complex and serious community issue, embedded in all types of care relationships, regardless of age, gender, sexual orientation, culture, religious beliefs and socio economic status. Family Violence (and Elder Abuse) have immediate and long-term impacts on the physical, psychological and social health and wellbeing of those affected which includes adults and children.

PRONIA takes supporting employees impacted by Family & Domestic Violence seriously, therefore:

1. We offer employees impacted by family & domestic violence, 10 days paid leave annually (non-cumulative)
2. We will ensure all details are kept confidential
3. If required we will develop and action workplace safety planning strategies
4. We will provide referrals to appropriate support services
5. We will provide specialised training for nominated persons

6. All employees impacted family & domestic violence will also have access to able to access flexible working arrangements, annual leave, personal leave, long service leave as necessary
7. All employees will be protected against discrimination as a result of disclosure, experience or perceived experience of DV.

By respecting the decisions of the service users and offering a range of options, PRONIA professionals have a vital role in ensuring the safety and wellbeing of health needs are met, inclusive of a patient's safety.

### Safeguarding Children and Young People

PRONIA takes child protection seriously, you are required to meet the behaviour standards outlined in our Code of Conduct. All employees receive a copy of the Code of Conduct as part of their induction.

Therefore, as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people;
- Promote the safety and wellbeing of children and young people to whom we provide services;
- Ensure that your interactions with children and young people are positive and safe;
- Provide adequate care and supervision of children and young people in your charge;
- Act as a positive role model for children and young people;
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management;
- Maintain a valid Working with Children Check (if applicable to role); and
- Undergo periodic 'national criminal history record' checks and report any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people

### Mandatory Requirements

- National Police Record Check.
- Minimum 2 doses of COVID-19 vaccination as per PRONIA policy, or valid medical exemption from the Government.
- Degree or Advanced Diploma in Early Childhood Education.
- Victorian Institute Teaching Registration.
- Work rights in Australia.
- Working With Children check Employee Version (WWCC).
- Current First Aid qualification/certificate - HLTAID0012.
- Current CPR Certificate – HLTAID009.
- Current Anaphylaxis Certificate.
- Child Protection Certificate.

### Professional Experience

- Knowledge of the early childhood industry, Regulations and Act, Frameworks and the Accreditation System;
- Relevant tertiary qualifications and demonstrated experience in the Early Childhood field;

- Analytical and interpretive skills including evaluation of performance, identification of opportunities for improvement and ability to implement change;
- Understanding of cultural diversity and issues affecting the CALD community and personal philosophies sympathetic to Alpha Early Learning Centre environment, especially in the areas of bilingualism and multiculturalism.
- Excellent communication skills with demonstrated ability to provide empathy for stakeholders' needs;
- Commitment to quality care, contemporary early childhood practice and service delivery, and using best practice methods;
- Demonstrated planning, negotiation, decision making, problem solving and organisational skills;
- Well-developed communication skills and ability to work co-operatively as part of a team;
- Ability to be self-directed and show initiative;
- Fluency in Greek and English language is an advantage, a second language is desirable;
- Proficient in the English language (excellent written and oral skills)
- Competency in working with computers;
- Proven commitment to working with young children and families.
- An ability to develop and maintain a trusting and caring environment for children which encourages and reinforces children's positive behaviour and promotes and enhances the development of trusting relationships with children.
- Ability to work in a multi-disciplinary team environment and to relate and interact positively with centre management, staff, parents and children at all times.
- Time management skills and the ability to prioritize and organise daily schedules and juggle competing demands.
- Ability to be adaptable and flexible in meeting service requirements of the centre.

#### **Knowledge and Skills**

- Build strong relationships with key stakeholders and colleagues and develop an understanding of others in order to motivate them and confidently address conflict situations.
- Produce a range of complex reports and recommendations on relevant issues which are evidence based and provide a sound basis for decision making.
- Plan and organise own work and projects aligned with business objectives, identify and secure resource requirements, and anticipate and address barriers to achievement.

#### **Personal Qualities**

- Undertake finely detailed work in a precise and accurate manner.
- Instil mutual trust and confidence and behave in a fair and ethical manner towards others, demonstrating a sense of corporate responsibility and a commitment to PRONIA and the Alpha Early Learning Centre Team.
- Take responsibility for actions and proactively implement work plan and address issues.
- Use available information and exercise good judgement to make sound, timely and well-informed decisions.

Signed for by the Employee as acceptance of the position description.	Name: Signature: <span style="float: right;">Date:</span>
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