



## Position Description

<b>Role Title:</b>	Teacher / Nominated Supervisor – Kindergarten
<b>Work Type:</b>	Part Time
<b>Reports To:</b>	Director / Management Committee (Approved Provider)

Norman Park Community Kindergarten is a community-based not-for-profit organisation that operates an early childhood education and care (ECEC) service. A committee of parents, elected annually from the current parent cohort, manages the service. Norman Park Community Kindergarten is committed to provide:

- high quality early childhood education and care services for families with young children
- advocacy for young children and their families

### Purpose of Role

The Teacher / Nominated Supervisor, Norman Park Community Kindergarten is a respected position within the kindergarten service, with overarching responsibility for the delivery, and planning of an educational program to the children attending the Kindergarten. The Kindergarten currently operates as a 25-place service, catering for children from 3 ½ years to school age. An approved kindergarten program is provided for two groups per week.

The Teacher / Nominated Supervisor is responsible for ensuring that all services and activities provided are consistent with the purpose, vision, and values of Norman Park Community Kindergarten, and comply with relevant legislation, quality standards, contemporary research and practice wisdom. Norman Park Community Kindergarten aspires to reflective practice in all aspects of work, continuous quality improvement and the highest possible standards of service provision.

Responsibilities of this role include:

- In collaboration with the Director, the delivery of a high quality, inclusive early childhood educational program based on the kindergarten philosophy, Early Years Learning Framework (EYLF) and Queensland Kindergarten Learning Guideline (QKLG);
- Strong trusting relationships between children, families and staff;
- Working within a strong and cohesive professional team;
- Facilitating meaningful parent participation in all aspects of service provision;
- Promoting and connecting the kindergarten within the local and broader community; and
- Active participation in meetings, professional development and service events.

## **Role Duties**

### **Curriculum**

- Lead the provision of high quality early childhood education program promoting the Norman Park Community Kindergarten philosophy;
- Promote and respect the individuality of the child and be responsive in the provision of the program to reflect this;
- Implement a detailed educational program reflective of a child centred curriculum;
- In collaboration with all stakeholders develop an inclusive care and education program supported by sound pedagogical theories and practice;
- Evaluate the program and its effectiveness through collaboration with children, families and staff;
- Ensure that documentation on children and their learning is maintained, is diverse in observational techniques and holistic in approach;
- Support and supervise staff in their work at the service, promoting informed and reflective professional practice. The teacher will work in collaboration with the Director in supporting the ongoing development of all staff;
- Implement a range of proactive strategies to promote two-way information sharing between home and the centre, including feedback on service provision; and
- Support integrated service delivery through the development of professional networks with contacts outside Norman Park Community Kindergarten, including child health and other specialist services, schools, parenting and family support services.

### **Working with Children and Families**

- Provide an environment that welcomes children and families and creates a sense of community within the program;
- Demonstrate an understanding and empathetic attitude when working with families and children;
- Communicate with children in a meaningful and authentic manner that supports and encourages children's participation within the program and develop rich relationships with each individual;
- Promote and facilitate meaningful parent participation in all aspects of service provision, and support staff in this important aspect of their work; and
- Promote the management of children's behaviour in accordance with The Gowrie (Qld) Behaviour Management policy adopted by Norman Park Community Kindergarten in line with the Circle of Security program.

### **Human Resource Management and Support**

- Attend and actively participate in parent meetings and kindergarten events;
- Actively engage with families in sharing information relative to the child;
- Supportive of the diversity of families and their culture in engaging them in the program and caring for their children;
- Promote and maintain effective teamwork communications with staff, volunteers and students;
- Develop and maintain cooperative and harmonious relationships and work in collaboration with others to prevent and/or resolve difficulties;

- Communicate and regularly review kindergarten policies, procedures and practices with staff to promote consistent high quality service provision;
- Support and encourage the Educators to actively participate in the care and education of the children in the program, inclusive of record keeping and documentation;
- Support the inclusion and participation of students and volunteers, ensuring the appropriateness of working with and communicating with children; and
- Promote and support professional development for staff, including attending and leading professional development sessions.

### **Supporting the Kindergarten**

- Ensure that the kindergarten, inclusive of both indoor and outdoor environments is aesthetically inviting for children to engage in play and adheres to safety requirements as per regulatory requirements;
- Ensure the hygiene and safety of the conditions of equipment and materials;
- Record and arrange any maintenance issues relative to equipment or the service;
- Comply with all regulatory requirements relative to the centre;
- Maintain all kindergarten service enrolments and record information relative to the children and families, reflective of kindergarten service procedures and legislative requirements; and
- Order equipment and materials for the provision of the service within budgetary guidelines.

### **Continuous Quality Improvement**

- Ensure that all statutory requirements with respect to the service are being met or exceeded (e.g., National Quality Framework, Approved Kindergarten Program Provider, funding agreements, other relevant legislation and regulations);
- In collaboration with the staff and committee undertake self-assessment and ongoing implementation of the kindergarten service Quality Improvement Plan;
- Promote and support reflective practice; and
- Identify opportunities and options to promote and support high quality service provision and the best outcomes for children, families and staff.

### **Workplace Health and Safety**

- Keep up to date with Workplace Health and Safety legislation and regulations as they pertain to the kindergarten service;
- Participate in the development, implementation and review of service WH&S policies and procedures;
- Support the Workplace Health and Safety Representative or Committee Member in all aspects of their work;
- Facilitate information sharing and training regarding WH&S and ensure that safe work practices are adhered to and all safety equipment used when appropriate;
- Ensure that any equipment or facilities posing a safety risk are identified, recorded, followed up in a timely manner, and reported to the Director / relevant Committee Member as required;

- Ensure the timely and accurate completion of Incident, Injury, Trauma & Illness Records and any ACECQA Notifications, and submit these to the Director / Executive Committee Member; and
- Facilitate regular safety drills, including fire evacuation and centre lock down procedures.

**Other Duties**

- Engagement in research, special projects, training and consultancy as required.