

## POSITION DESCRIPTION

<b>Position:</b>	<b>Early Learning Centre Teacher</b>
<b>Reporting to:</b>	<b>Head of the Early Learning Centre</b>
<b>Department:</b>	<b>Tintern Early Learning Centre</b>
<b>Date:</b>	<b>August 2024</b>

### Primary Purpose

The Teacher is responsible for the effective delivery of a teaching program. The role works closely with the Head of the Early Learning Centre to ensure a holistic approach is taken to the curriculum and the underlying principles and strategies of the School are met. In addition to specified teaching duties, all ECT (Early Childhood Teachers) are expected to provide pastoral support to the students and their families, engaged in Curriculum Development, Professionals Learning and deliver innovative programs.

### Position in Context

Under the direction of Head of the Early Learning Centre, the ECT (Early Childhood Teacher) is responsible for delivering an Early Childhood appropriate curriculum.

### Freedom to Act / Autonomy

It is the responsibility of the ECT (Early Childhood Teacher) to inform the Head of the Early Learning Centre of any important enquiries and any potential issues that may arise in the course of the day.

### Staff – Student Partnership

#### Overarching statement

In line with our Learner Profile and School Compass, every student at Tintern Grammar will want to come to school every day in the knowledge they are valued for themselves and are safe and secure.

### Our expected practices

- Staff will actively demonstrate and model respectful behaviours
- Staff will allow students to take risks within a structured school environment, make individual choices and to use these as learning opportunities
- Staff know, value and connect with each student
- Staff will interact with empathy at all times
- Staff will demonstrate an understanding of holistic development and age appropriate expectations of behaviour
- Staff will actively work with students to promote, encourage and develop their individual strengths

### What motivates students to participate in a positive, pro-social way?

- That all students in the ELC (Early Learning Centre) have the right to be included, develop their own identity and a sense of belonging.
- This will be achieved by engaging teaching that accounts for individual differences and leads to student success and achievements.
- Students respond positively to those whose good opinion they value. This links back to care, respect and positive relationships.

## Major Duties and Responsibilities

### 1. Student Welfare

The Teacher is accountable to their students and families and must make their foremost responsibility the education and welfare of all students in their care.

- Regard the lifelong learning of students as the main goal of teaching.
- Base teaching on best theoretical, The EYLF (Early Years Learning Framework), developmental knowledge and the children's interests.
- Recognise, respect and promote the understanding of diversity.
- Provide an environment which promotes the physical, emotional, social and intellectual wellbeing of all students.
- Create and maintain appropriate professional relationships with students.
- Protect students' rights to privacy and confidentiality.
- Establish relationships with parents based on courtesy, mutual trust and open communication.
- Respect family privacy and treat information with an appropriate level of confidentiality.
- Respect parents' and guardians' rights of inquiry, consultation and information with regard to their children.
- Respect the uniqueness and characteristics of family backgrounds.

### 2. Planning and Preparation

The teacher shall design a curriculum that reflects a deep understanding of the EYLF (Early Years Learning Framework), NQF (National Quality Framework), National Regulations and Childhood development.

- Demonstrates knowledge of current Early Childhood practice and pedagogy.
- Demonstrates a knowledge of Child led, Child Initiated and Adult led teaching.
- Demonstrates knowledge and interests of students.
- Plans, prepares and presents learning experiences that represents an expectational curriculum.
- Integrates the use of technology into the learning environment.
- Desired, a working understanding of StoryPark as a documentation tool.
- Desired, a working understanding of the Assessment and Learning Tool.

### 3. Classroom Environment

The ECT shall establish an engaging and respectful classroom environment, which cultivates a culture of learning and a safe place for risk-taking, encouraging students to become independent and confident learners. The teacher manages routines and procedures to support our youngest learners. Experiences planned for will be:

- Engaging.
- Inquiry Based
- Open Ended
- Based on Children's Interests
- Intentional teaching
- Reflect the EYLF, Tintern Grammar's Philosophy and ELC Philosophy and ensure high expectations for all learners.

### 4. Classroom Instruction

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The teacher shall engage students in the process and enjoyment of learning through effective teaching.

- Communicates clearly and accurately.
- Actively engages with students and their learning.
- Demonstrates flexibility, responsiveness scaffolding and supporting learning.
- Uses Cultures of Thinking to further develop student's inquiry learning.

## 5. Professional Learning and Development

The teacher shall commit to ongoing professional learning and continually strive to improve teaching and learning strategies.

- Demonstrate a commitment to continuous learning by participating in various professional development activities
- Actively support the establishment of a culture of continuous learning and improvement in the ELC by supporting change and actively promoting professional learning of Departmental colleagues
- Maintain awareness of current trends and changes by remaining in contact with relevant associations and other professional networks
- Participate in curriculum initiatives for Tintern Grammar.
- Bring innovative ideas and pedagogy to further enhance curriculum development within the ELC.

## 6. Other responsibilities

The teacher shall carry out the duties of the teaching profession outside the classroom.

- Show personal commitment to the values and ethos of Tintern Grammar.
- Reflect with discernment on his or her own teaching.
- Maintain accurate records.
- Build positive relationships with parents and maintain good communication with the child's home.
- Maintain positive relationships with colleagues and contributes to the overall success of the ELC and wider school.
- Demonstrate professionalism and the capacity to model and share excellent teaching skills.
- Develop relationships to support the Teaching teams within the ELC, the wider ELC staff and school.
- Supports wider school programs.

## Competencies Required

Current VIT registration.

Exceptional verbal, interpersonal and written communication skills.

Innovative thinker with energy and passion to share their ideas for the betterment of the ELC.

Ability to implement effective teaching and learning strategies in order to cater for different learning styles.

Demonstrated ability to establish positive and effective working relationships with staff, students and their families.

Demonstrated experience and participation in working effectively within a team environment.

Expectational organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing tasks.

Confident with the use of IT.

## Child Safety

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Tintern Grammar performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks.

## **Tintern Grammar's commitment to Child Safety.**

Tintern Grammar is committed to the safety, participation and empowerment of all children. All members of our community, including employees, contractors, agency staff and volunteers, have an important role in providing students with a safe and nurturing environment in which to prosper and thrive. Tintern Grammar has zero tolerance of child abuse and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures.

Tintern Grammar is committed to preventing child abuse through identifying risks early and removing and reducing these risks. We have robust human resources and recruitment practices in place.

## **OH&S**

All employees are responsible for:

- Carrying out their duties in a manner which does not adversely affect their own health and safety or that of others
- Co-operating with measures introduced in the interests of workplace health and safety
- Undertaking any training provided in relation to OH&S
- Immediately reporting all matters which may affect workplace health and safety to the OH&S Manager or Property Manager
- Correctly using any information, training, personal protective equipment and safety devices provided
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- Undertaking only those tasks for which they have authorisation and/or the necessary training, and for which all necessary safety arrangements are in place.

*The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for Tintern Grammar other work duties not specifically listed herein. Tintern Grammar reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.*

I have read and acknowledge the requirements of this position.

Signed..... Date.....