

Position Title	EARLY CHILDHOOD TEACHER
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Position Details	
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Reporting to	Child Care Manager
Direct Reports	Nil
Liaises with internally	Child Care Manager, Child Care Educators, Corporate Services and Finance teams, other Falls Creek Resort Management (FCRM) staff as required.
Liaises with externally	Visitors, Stakeholders, Falls Creek employees using Childcare Services
Purpose of the Position	Provide a safe, caring and stimulating environment for the Kindergarten program and Child Care Centre for young children between 12 weeks and 5 years of age. Provide support for families living in and visiting the alpine area.

Selection Criteria	
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Essential Criteria	<ul style="list-style-type: none"> • Caring and kind team player and a positive role model • Bachelor of Early Childhood Education or equivalent as listed by ACECQA or higher • Early Childhood Teacher experience • Current First Aid Certification including anaphylaxis and asthma or HLTAID004: Provide an emergency first aid response in an education and care setting (which includes asthma and anaphylaxis) • Current VIT registration • Demonstrated experience at implementing exciting and engaging child care programs • Effective communication and interpersonal skills • Ability to relate well with children and parents • Ability to exercise sound judgement and carry out instructions with minimum supervision • Demonstrated ability to operate as an effective team member • Basic computer literacy • Availability Monday to Friday - some weekends work may be required in the declared Ski Season. • Continued availability to meet contact hours requirements as per Funding Guidelines and legislative requirements. <p>During your duties in the FCRM workplace and Falls Creek Child Care Centre you will work within varied environments and conditions. Our unique setting means our outside time includes manoeuvring on terrain that can be hilly, sloped, uneven, rocky, slippery or covered in snow, trees and or shrubs. We also access our outdoors environment in varied weather conditions, such as heat, cold, wind, snow and rain.</p> <p>Routine tasks in our quality education and care program may require educators to;</p> <ul style="list-style-type: none"> • Lift and move weight up to 15 plus kgs • Lift from floor to waist and waist to shoulder • Stand, sit, squat, crouch, kneel, bend/stoop for short and extended periods of time.
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	<ul style="list-style-type: none"> • Carry weight for extended periods of time over uneven terrain. (Bush Kinder may include carrying first aid supplies, water bottles or a child in a backpack) • Push/pull weights of 15kgs+ on varied terrain. (Use a Pram) • Walk long distances on varied terrain • Build/construct with natural resources, possibly using hand tools. • Manual handling tasks 								
Desirable Criteria	<ul style="list-style-type: none"> • Previous experience with Bush Kinder programs • Previous experience working in a similar capacity within the tourism based industry. • Excellence in quality care of infants and young children. • Knowledge of KidsXap child care software. 								
Behaviours Required	<ol style="list-style-type: none"> 1. Teamwork 2. Customer focus 3. Solutions driven 4. Innovative 5. Honesty and Integrity 								
Key Performance Indicators	<table border="1"> <tr> <td>Communication</td> <td> <ul style="list-style-type: none"> • Maintain excellence in customer service and a respectful attitude to diversity to both internal and external customers. • Ensure all communications with staff, parents, stakeholders, children and visitors are in line with the organisation's strategic goals and timelines. • Respect confidentiality. </td> </tr> <tr> <td>Administration</td> <td> <ul style="list-style-type: none"> • Ensure childcare records and file information are current and accurate and kept according to relevant legislation and guidelines. • Managing kindergarten enrolment through the Kindergarten Information Management (KIM) system. • Maintain currency of qualifications, registration and certification as required for the role. </td> </tr> <tr> <td>Service Delivery</td> <td> <ul style="list-style-type: none"> • Implementation of interesting and varied, age appropriate activities for children under the care of FCRM Child Care Services (including Bush / Snow Kinder) in line with EYLF, VEYLDF, NQS, FCRM Policies and Procedures, best practice and legislative guidelines. • Participation and contribution to planning and innovation in service delivery in collaboration with Child Care Manager when required. • Be present in the service on a regular routine basis providing contact hours needed to meet funding and legislative requirements. </td> </tr> <tr> <td>Occupational Health & Safety</td> <td> <p>Ensure all reasonable steps are taken to protect personal safety at work and contribute to and maintain a positive safe workplace by:</p> <ul style="list-style-type: none"> • Understanding the FCRM Child Care Emergency Management Plan and emergency policies and procedures, including participation in drills; </td> </tr> </table>	Communication	<ul style="list-style-type: none"> • Maintain excellence in customer service and a respectful attitude to diversity to both internal and external customers. • Ensure all communications with staff, parents, stakeholders, children and visitors are in line with the organisation's strategic goals and timelines. • Respect confidentiality. 	Administration	<ul style="list-style-type: none"> • Ensure childcare records and file information are current and accurate and kept according to relevant legislation and guidelines. • Managing kindergarten enrolment through the Kindergarten Information Management (KIM) system. • Maintain currency of qualifications, registration and certification as required for the role. 	Service Delivery	<ul style="list-style-type: none"> • Implementation of interesting and varied, age appropriate activities for children under the care of FCRM Child Care Services (including Bush / Snow Kinder) in line with EYLF, VEYLDF, NQS, FCRM Policies and Procedures, best practice and legislative guidelines. • Participation and contribution to planning and innovation in service delivery in collaboration with Child Care Manager when required. • Be present in the service on a regular routine basis providing contact hours needed to meet funding and legislative requirements. 	Occupational Health & Safety	<p>Ensure all reasonable steps are taken to protect personal safety at work and contribute to and maintain a positive safe workplace by:</p> <ul style="list-style-type: none"> • Understanding the FCRM Child Care Emergency Management Plan and emergency policies and procedures, including participation in drills;
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		<ul style="list-style-type: none"> • Maintaining necessary competencies; • Personally following established work procedures (as per training); • Ensuring immediate work area and equipment is maintained and used safely (as per training); • Reporting any safety concerns and/or incidents immediately to management; • Contributing to FCRM safety activities and assisting FCRM to continually improve overall safety performance and standards; and • Complying with any and all relevant PPE requirements.
Organisational Values	Integrity	Consistent, trustworthy and transparent in the way we do business.
	Safety First	Our concern for safety, health and the environment are paramount.
	Environmentally Aware	Strives to protect and enhance Falls Creek's natural environment, our greatest asset.
	Teamwork	Individual success comes from contribution to team efforts and commitment to team goals.
	Respect for People	Displays mutual understanding and respect for each other as team mates and also for our guests.

Tasks and Responsibilities

IN RELATION TO THE FCRM WORKPLACE

- Adhere to Victorian Public Sector (VPS) values and integrity framework (incorporating the VPS code of conduct).
- Adhere to human resources policies including bullying and harassment, discrimination and victimisation policies.
- Adhere to workplace health and safety policies and pro-actively contribute to maintaining a safe and clean work environment.
- Display a positive attitude and be an active member of the team.
- Operate under and observe all FCRM Policies and Procedures, including participation in the development of policies and procedures as appropriate.
- Participate in performance reviews and assist in the development of personal training, education and development programs, including KPIs and goals.
- Attend and participate in all staff meetings and educational sessions as requested.
- Treat others with respect.
- Follow direction provided by CEO and Management where authorised.
- High client focus.

DUTIES

IN RELATION TO THE SERVICE

- Maintain the Kindergarten Program in compliance with funding guidelines, legislation, law and regulation.
- Maintain ECT access compliance, legislation, law and regulation.
- for long day care and kindergarten.
- Maintain a sound and current understanding of the National Quality Standard and National Framework.
- Maintain a working knowledge of the Victorian Early Years Learning Framework.
- Maintain awareness of current issues in children's services.
- Demonstrate an ability to work in partnerships with families.
- Demonstrate a professional level of written and verbal communication skills.
- Maintain and demonstrate an extensive knowledge of Child Protection legislation and its implications for the care and protection of children.
- Maintain and demonstrate an extensive knowledge of Workplace Health and Safety legislation and safety issues relating to children and staff.
- Provide ongoing support and assistance as required to the Nominated Supervisor in areas of administration, program development, parent and community networking, staff professional development and training, and other areas as requested.
- Facilitate the successful implementation of the Quality Improvement Plan as per the service's routine
- Inform the Nominated Supervisor of any issue arising that may compromise the children's health, safety, or wellbeing, or the efficient operation of the service.
- Perform any other duties, within the scope of the position, as specified by the Nominated Supervisor.
- Support the Educational Leader in overseeing programming that promotes commitment to continual improvement to the quality of care provided within the room.
- Follow, and guide and support room colleagues to follow housekeeping practices, which ensure that equipment is maintained at an optimal level.
- Support the Nominated Supervisor in ensuring that the physical environment complies with the Education and Care Services National Regulations.
- Assist in, and provide guidance and support to room colleagues to ensure the completion of the daily, weekly and monthly duties (cleaning, maintenance etc.) to ensure a safe, clean and hygienic environment that is welcoming to all.
- Assist in, and provide guidance and support to room colleagues to ensure an environment that is interesting and appealing.
- Always act within the guidelines set out in the Code of Ethics (Early Childhood Australia Inc.)
- Assist with the successful implementation of the Quality Improvement Plan and Accreditation System as per the Service's routine.

IN RELATION TO THE PROGRAM

- Develop the planning, implementation and evaluation of the program for kindergarten (in consultation with room colleagues, the Educational Leader, and the Nominated Supervisor if needed).
- Complete all documentation as required. (This may include, Curriculum documents, observations, reflection's, QIP, newsletters)

- Liaise and mentor the Senior Educator in relation to the Long Daycare Program.
- Maintain the developmental records of each child in your room and ensure that room colleagues are doing the same.
- Know and implement the Victorian Early Years Learning Framework in your program and records, including Outcomes, Practices, and Principles.
- Oversee the implementation of the program in the indoor and outdoor environment promoting commitment to continual improvement to the quality of care and experience each child and family receives.
- Organise any resource materials, interest areas and general preparation for the room.
- Assist in ensuring that the program is continually improving.
- Ensure that the program is regularly evaluated, monitored and rotated so as to provide for an interesting and challenging environment (consulting with colleagues to provide variety and input from various perspectives).
- Participate in professional development.

IN RELATION TO COLLEAGUES

- Implement the Kindergarten routine and the Service's procedures.
- Assist, guide, and support all staff in meeting the needs, supervision, health and safety of all children.
- Assist the Senior Educator and Educators to develop their skills, knowledge and understanding.
- With the guidance of the Nominated Supervisor and colleagues, promote the highest standard of care for the children in accordance with the National Quality Standard.
- Assist the Educational Leader and guide room staff in observing and planning for individual children and the total learning environment.
- Assist the Educational Leader and collaborate with room staff to ensure that the program is continually improving.
- Work as a team, sharing room responsibilities, whilst providing a positive role model to all colleagues.
- Be considerate of fellow workers when having breaks by ensuring they are of the appropriate length.
- Participate in the service's annual staff appraisals and staff reflection activities.
- Participate in the Service's annual professional development activities.
- Acknowledge and support the worth of the personal, professional, cultural and linguistic diversities that all staff members bring to the Service. Every staff member is unique and has something to offer- aim to tap into this wealth of knowledge and incorporate ideas in your own experiences.
- Be familiar with the Grievance Policy and aim to discuss any concerns or incidents to the Nominated Supervisor for further support.
- Assist in, and oversee and guide staff in observing and planning for individual children and the total learning environment.
- Assist in, and oversee room colleagues to ensure that your room is aesthetically supporting family involvement and representing each child and their needs and interests.

IN RELATION TO FAMILIES

- Be courteous and helpful to the families in the Service.
- Look for opportunities within the Service where a family may become involved e.g. Multi-cultural events, craft activities, fund-raising and parent committees.

- Respect the confidentiality of all information about a child; any concerns should firstly be discussed with the Nominated Supervisor.
- You are a mandatory reporter and have the responsibility to report any concerns about abuse immediately.
- Be familiar with all families; greet all families on a personal basis. This will ensure mutual trust and open communication.
- Assist colleagues in completing the documentation and assist Senior Educator and Educators as necessary, ensuring that this valuable communication tool is being fully utilised as a means of reporting to families.
- Be aware of each child and their needs. In relation to a child's medication requirements, ensure that you have reported to relevant colleagues for verification and ensure that it can only be administered by a staff member with a current senior first-aid certificate and must be witnessed by another staff member. All relevant record keeping must be maintained.
- To attend parent meetings as requested by the Nominated Supervisor or parents.
- To share information with the family relating to their child and the daily activities of the 'Service'.
- To act as a resource person for families.
- To encourage families to participate in Service decision-making and experiences.
- To attend regular staff meetings.

IN RELATION TO THE CHILDREN

- Respect and provide support and inclusion for all children, regardless of gender, cultural background or socio-economic status.
- Act as a positive role model, demonstrating appropriate behaviour and language.
- Provide adequate supervision for the children, and work towards supporting colleagues in achieving the same. No staff member should be performing another task whilst supervising the children
- Be a passionate educator and strive to achieve 'Service' goals (as outlined in Policy Manual) and ensure our 'Service' philosophy is reflected in daily practice.
- Assist in the collection, recording and evaluation of children's records and observations, as required by Department of Education and Communities and the National Quality Standard.
- Communicate with the children in an open, honest manner and ensure that the child's perspective is regarded as unique and special.
- Be familiar with the Early Years Learning Framework and utilise to inspire independent learners.