



## Kindergarten Educator (Teacher)

Position Description	
<b>Reporting line</b>	A Kindergarten Educator (Teacher) at Kardinia is accountable to the Highview Coordinator.
<b>Direct reports</b>	Nil
<b>Key internal relationships</b>	Teaching staff at Highview work under the guidance of the Highview Coordinator and the Head of Early Years and the Head of Junior School.
<b>Contract</b>	Part time Ongoing
<b>Conditions of employment</b>	Kardinia International College Enterprise Agreement Early Childhood Teacher level ETL - 1-1 to ETL - 3-6 dependent upon qualifications and experience

About us
<p>Kardinia International College is a K-12 non-denominational independent school located in Geelong, Victoria, Australia. With a student enrolment of approximately 2000, our College offers the IB Primary Years Programme (IB PYP) to students in Years K-6, a vertical based curriculum Years 7-10 and both the IB Diploma Programme (IBDP) and the Victorian Certificate of Education (VCE) to students in Years 11 and 12.</p> <p>The Highview three and four-year old Kindergarten is a modern facility with clearly defined areas to encourage exploration, investigation and play, both inside and outside. The teaching team are committed to engaging children through play-based learning, promoting investigation, experimentation, examination, collaboration and reflection.</p> <p>At Kardinia International College, 'Wisdom leads to Respect and Friendship' isn't simply a saying. It is a living motto; one that inspires members of the College community to act in ways that promote peace and harmony in the world.</p>

Role Summary
<p>The Kindergarten Teacher is a member of a respectful, highly productive, supportive and collaborative team of educators working towards common goals and values. With a pedagogical approach focused on personalised learning, educators engage students within the learning process according to their level of ability, interests and individual needs, including teaching and learning that is explicit and at the point of need. An emphasis on student self-management and independence, goal setting, collaboration and accountability through belonging to a learning community, are at the centre of the teaching and learning.</p>

## Key Responsibilities and Duties

### 1. Teaching and Learning Practice

- Adheres to all requirements of the IB PYP program, VEYLDF and NQS.
- Applies a variety of teaching and learning strategies that take account of the range of student abilities and needs.
- Plans learning experiences and presents curriculum in accordance with College and program requirements.
- Establishes and maintains a classroom atmosphere conducive to play-based, inquiry learning.
- Develops an environment in which students are challenged and engaged in learning.
- Creates a safe, joyful and inclusive learning environment where all students have a sense of belonging and significance.

### 2. Professional Responsibilities

- Works collaboratively with colleagues to improve student learning and College culture.
- Keeps up to date with pedagogical developments.
- Critically reflects on and evaluates own practice and identifies appropriate professional development.
- Creates a safe and positive learning environment and adheres to the College's Student Wellbeing Policy and practices.
- Participates in regular internal and external professional development activities that improve outcomes for self and students.
- Accepts accountability for all aspects of professional practice.
- Attends College related activities beyond the school teaching day, including regular staff and parent teacher meetings.
- Embraces opportunities for sustainable practice.
- Carries out all duties promptly and meets required deadlines.
- Communicates concerns for student learning and wellbeing to appropriate school leaders.

### 3. Assessment and Reporting of Student Learning

- Uses a variety of assessment tools to monitor student progress and inform next steps for learning.
- Maintains accurate and comprehensive records of student progress.
- Implements appropriate assessment and evaluation strategies.
- Provides students with appropriate positive feedback.
- Provides families with detailed and accurate information on student learning and wellbeing.

## School and Community Involvement

- Demonstrates effective communication skills with colleagues and parents.
- Works effectively in a team, in a variety of school activities.
- Is open to sharing ideas and resources to enhance teamwork.
- Participates in experiential learning activities with students beyond the Junior School, including excursions and camps.
- Promotes the concept of action/service within the Junior School.

## Competencies and Capabilities

All staff are expected to actively support competencies that align to the College's Four Cornerstones:

- Living the College Motto (Wisdom leads to Respect and Friendship)
- International Mindedness
- Individuals as Life-Long Learners
- Technological Advancement and Innovation

### Organisational

- Complies with all relevant legislation, reasonable instructions, policies and procedures.
- Effective planning and development skills, including the ability to prioritise workload and manage competing demands.
- Sound problem solving skills and demonstrated attention to detail.
- Ability to work under pressure to meet deadlines.
- A proactive approach demonstrating personal initiative and adaptability to meet the demands of the position.
- Attends staff meetings and staff professional development.
- Completes compulsory/compliance training within timeframes provided.

### People and Teams

- Ability to work autonomously and operate as a resourceful team member in a collaborative, inclusive manner.
- Demonstrated ability to lead initiatives and communicate effectively with a variety of audiences
- Excellent written and verbal communication skills, builds rapport well, is an active listener with the ability to gain support from colleagues.
- Capacity to operate with discretion, respect, trust and judgement while also maintaining confidentiality.
- Positively influences, negotiates and resolves conflict with respect and integrity.
- Builds constructive and effective relationships.
- Stays composed under pressure and handles stress well.

### Technical Excellence

- Strong commitment to training and professional development. Develops workplace knowledge and expertise through continual professional development and shares expertise and knowledge with others.
- Sound IT literacy including Microsoft 365.

## Qualifications

Teaching staff employed at Kardinia International College must at all times hold current registration with the Victorian Institute of Teaching (VIT). Information regarding minimum qualifications and experience required for registration can be found on the VIT website [www.vit.vic.edu.au](http://www.vit.vic.edu.au)

### Child Safety

Kardinia actively promotes the safety and wellbeing of students. Employees must demonstrate a commitment to protecting students from physical or psychological abuse or harm in the school environment. To ensure the safety and best interests of all students, the needs of with an Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds, and those with a disability, are taken into account.

Employees must:

- Demonstrate an understanding of Victoria's 11 Child Safety Standards.
- Demonstrate understanding of appropriate behaviour when engaging with children.

<p><b>Child Safety cont'</b></p>	<ul style="list-style-type: none"> <li>• Be familiar with legal obligations relating to child safety, including mandatory reporting and other obligations.</li> <li>• Be a suitable person to engage in child-connected work.</li> <li>• Provide students with a child-safe environment.</li> <li>• Comply with the College's Commitment to Child Safety, College Student Wellbeing (Child Safe) policy, Safeguarding Children and Young People - code of conduct, and any other policies or procedures relating to child safety.</li> <li>• Maintain currency of Child Safe training.</li> <li>• Maintain valid VIT registration or Working with Children Check status for an employee.</li> <li>• Demonstrate a duty of care to students in relation to their physical and mental wellbeing.</li> <li>• Report to the Principal any criminal charges or convictions received during the course of employment that may indicate a possible risk to students, including prior to employment.</li> </ul>
<p><b>Positive Duty</b></p>	<p>Kardinia is committed to the safety and wellbeing of employees, aiming to prevent workplace sex discrimination, sexual harassment, victimisation and other unlawful behaviour. Kardinia promotes equality and will take steps to prevent unlawful conduct. Employees must be proactive in their positive duty and take meaningful action to prevent unlawful conduct.</p>
<p><b>Work Health and Safety</b></p>	<p>Kardinia is committed to providing a work environment that is safe and free of risks to health, as far as reasonably practicable.</p> <p>To achieve this, all employees must:</p> <ul style="list-style-type: none"> <li>• Comply with legislated occupational health and safety practices and participate in consultative processes.</li> <li>• Observe safe work practices in accordance with training and instruction given.</li> <li>• Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring.</li> <li>• Promote and implement occupational health and safety and risk mitigation processes within the College.</li> <li>• Comply with Safe Work Procedures.</li> <li>• Use appropriate Personal Protective Equipment (PPE) as required.</li> <li>• Periodically update the Director of People and Culture about any medical condition they have that: <ul style="list-style-type: none"> <li>○ Is life threatening or may require Emergency Services to be called; and</li> <li>○ Could impact on their ability to perform their duties.</li> </ul> </li> <li>• Complete occupational health and safety training courses as required and participate in compliance briefings or inductions as directed.</li> <li>• Not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace to support health, safety and welfare.</li> <li>• Work co-operatively and consult with Health and Safety Representatives to resolve workplace safety changes and issues.</li> <li>• Undertake all work activities in a manner that ensures the workplace is free from harassment (including sexual harassment), bullying and discrimination and supports workplace diversity.</li> </ul>

## Key Selection Criteria

### Mandatory

- Minimum Bachelor of Early Childhood
- VIT registration (Early Childhood).
- A passion for teaching.
- High skill level in teaching and a willingness to innovate.
- Skills and experience in developing, implementing and evaluating curriculum.
- Substantial relevant experience that demonstrates the above Competencies and Capabilities.
- Demonstrated commitment to child safety, work health and safety and positive duty legislation.
- Capacity to fulfill the inherent requirements of the role.

### Must hold or be willing to be trained:

- Level 2 First Aid Certificate
- Anaphylaxis Training
- Asthma Training

### Essential skills and physical requirements:

- Ability to engage with and support children in an educational setting.
- Awareness of the cultural needs of families.
- Capacity to interact with people who have an intellectual, physical or sensory disability.
- Capacity to meet the physical requirements of the role including:
  - Bending, sitting, standing, reaching and lifting.
  - Setting up tables, chairs and play equipment.
  - Cleaning classroom tables.
  - Assisting children which may involve squatting to their level.

### Privacy Statement

When making an application for this position, you are consenting to the collection, use, storage and destruction of personal information, including details of your referees. This information will assist us to select the best applicant for the vacant position. At all times during the recruitment and selection process, personal data will be treated in a highly confidential manner. Documents will only be available to members of the selection committee for the purposes of selecting the best person for the position. All unsuccessful applicants' documentation will be destroyed 12 months after the end of the recruitment process.

Please do not send originals of documentation with your application, as they will be destroyed. Successful applicant details become employment-related information and will be placed on the applicant's personal file. Kardinia International College may release this personal information to third parties such as the superannuation providers, Victorian WorkCover and Centrelink for employment related purposes.

### Disclaimer

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role. Changes to position description will be consistent with the purpose for which the position was established.