



## Position Description – Early Childhood Teacher, Kindergarten

### OUR MISSION

To serve our community through high quality education in a caring Christ centred environment; empowering our students to shape a better world.

It is our vision, at St James Lutheran College to be a leading model on innovative Christian education excellence.

### AUTHORITY AND ACCOUNTABILITY

The Lutheran Church of Australia Queensland District (LCAQD) is the Approved Provider for all Lutheran Early Childhood and School Aged Care Services in Queensland. QLECS manages the obligations of the Approved Provider (holds the Approved Provider's delegated authority) and acts on behalf of the Approved Provider to mitigate risk for and to the Church. QLECS works to promote best practice and quality within each Service. Each Service provides opportunity for ministry and mission for the Church – an outreach for the local Congregation, School/College and QLECS.

The Early Childhood Teacher shall abide by the constitution and by-laws of LCAQD and QLECS, accept the policies and objectives determined by QLECS Council and QLECS Branch and be consistent with principles of good practice in development and maintenance of professional relationships.

The incumbent will be expected to conduct their work in an atmosphere of Christian service in support of the Lutheran ethos, maintaining and implementing the mission and vision of the Service and QLECS.

### ROLE

The Early Childhood Teacher: -

- is a leader in a team of professionals, whose role is to nurture, strengthen, guide and encourage the people working within the Service;
- ensures the Service is compliant with all relevant legislation;
- performs all responsibilities in an ethical and transparent manner incorporating moral principles of honesty and trust and declaring any conflicts of interest that may arise.

### KEY RESPONSIBILITIES

#### Christian Leadership:

- Foster and nurture the Christian foundation and environment of the service.
- Attend, as required, significant community and Church events such as family services, staff installations, Christmas concerts, anniversary celebrations.
- Support the mission and ministry at the Service, upholding the Lutheran ethos.

#### Laws, Regulations and Standards

##### Legislation

- Know, understand and have experience working with the National Quality Framework (NQF) and its national law system, including the various roles and responsibilities under the NQF.
- Monitor and maintain Service practices consistent with all legislative requirements.

##### National Quality Standard

- Build community knowledge and understanding of the National Quality Framework.
- Contribute to the Service's Quality Improvement Plan.
- Participate in the Service's assessment and rating process.



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### Reporting, Accountability and Compliance

- Submit written reports as required.
- Ensure compliance with the National Quality Framework and all legislative requirements.
- Maintain all records and documents (e.g. Transition Statements), as per legislative and Approved Provider requirements.

### Work, Health and Safety

- Know, understand and have experience working with Work, Health and Safety legislation.
- Ensure Work, Health and Safety procedures and practices are followed.
- Record and report Work, Health and Safety incidents as per legislative and Approved Provider requirements to the Service Leader.

### **Service Management**

#### Policies and Procedures

- Implement the Service's policies and procedures at all times.
- Undertake policy reviews when required.
- Advise the Service Leader of any policy addendums required for the Service.

#### Administrative Duties

- Adhere to operational expenditure as per the Service budget.

#### Resource and Equipment Purchasing and Maintenance

- Submit a list of required equipment, materials and/or resources, with costing, to the Service Leader.
- Ensure adequate supplies of resources, materials and equipment are maintained.
- Monitor and report safety concerns to the Service Leader.

### **Service Delivery**

#### Community Involvement and Communication

- Develop and maintain effective relationships and partnerships with families and key stakeholders by encouraging involvement in the Service's program and being available to discuss issues as they arise.
- Develop and maintain effective community relationships and partnerships being aware of and responding to diverse community needs.
- Implement regular communications with families and Key Stakeholders associated with the Service.

#### Education and Care

- Facilitate positive and respectful relationships with all children.
- Implement effective and appropriate behaviour guidance techniques and strategies.
- Using the approved learning framework, develop and implement an age-appropriate, early childhood program that is based on planning, reflective practices and intentional teaching Model effective application of pedagogy in teaching practices.
- Model effective application of pedagogy in teaching practices.
- Keep accurate records of individual children to support future planning and report on development progress.
- Involve educators and other staff in planning, documenting and evaluation of the program.
- Establish an environment that meets the emotional, social, cognitive, spiritual and physical needs of the children.
- Develop children's spiritual awareness through the exploration of belief of systems and celebrations embraced by the Lutheran Church.



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### Human Resources

#### Human Resource Management

- Participate in team meetings.
- Provide mentoring, coaching and supervision to educators, providing feedback as required.
- Maintain the Service's communication systems with and among educators.
- Follow the Service's policies and procedures to resolve disputes and conflicts

#### Professionalism/Professional Practice

- Commit to ongoing learning and performance improvement, including any requirements by the Board of Lutheran Education Australia's Staffing Policy, for accreditation as a Lutheran Teacher.
- Participate in professional development planning for the Service.
- Facilitate team building.
- Promote a positive organisational and Service culture.

### QUALIFICATIONS and REQUIREMENTS

#### Qualifications:

- An approved qualification that meets the requirements of ACECQA and the relevant State Kindergarten Funding Scheme
- Previous experience as an Early Childhood Teacher preferable
- Positive Working with Children Check (from relevant state)
- Recognized first aid, emergency asthma management and anaphylaxis management training
- Current child protection training

#### Requirements

The Early Childhood Teacher may be required to take on the role of:

- Person in Day to Day Charge (PIDTDC)
- Educational Leader; or
- Work with the Educational Leader to meet regulatory requirements.

### INSTRUCTIONS

Please

- Submit a CV which includes relevant qualifications and employment experiences
- Include a written application that addresses how your skills and experience will fulfill this role and address the key selection criteria
- Provide the names and contact of 3 referees (one must include your current or immediate past employer)
- Email to Mrs. Jackie Heath, Service Leader – [service.leader@stjameslc.qld.edu.au](mailto:service.leader@stjameslc.qld.edu.au)

### WORKPLACE HEALTH AND SAFETY

Effective implementation of the School's Workplace Health and Safety Policy requires the active involvement of all employees. All employees have an obligation to comply with statutory and organisational requirements, procedures and rules that are intended to protect the health and safety of persons at the workplace including the general public.



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### EMPLOYMENT COLLECTION NOTICE

1. In applying for this position, applicants will be providing St James Lutheran College with personal information.
2. Information provided will be used with the express purpose to assess and respond to an application for employment.
3. Applicants agree that St James Lutheran College may store this information for eight (8) weeks.
4. Applicants may seek access to the personal information that is held about them if they are unsuccessful in securing the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
5. St James Lutheran College will not disclose personal information to a third party without the applicant's consent.
6. Applicants who provide St James Lutheran College with personal information of others are encouraged to inform such persons:
  - a. that they are disclosing that information to the School;
  - b. the reason they are disclosing that information;
  - c. that they can access that information if they wish;
  - d. that the School does not disclose the information to third parties; and
  - e. that the School may store the information for eight (8) weeks.