



# Sheldon College POSITION DESCRIPTION



## Position Description

# Teacher – Kindergarten

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<b>Position:</b>	Teacher – Kindergarten
<b>Department:</b>	Kindergarten
<b>Responsible to:</b>	Principal
<b>Reports to:</b>	Early Learning Educational Leader

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## About Sheldon College

Committed to its basic philosophy of **Love, Laughter and Learning**, Sheldon College caters for children from 15 months of age through to Year 12. The College campus is located on 56 acres in a semi-rural setting on Taylor Road in Sheldon. The College was established in 1997 and is committed to providing a quality education for all students in a safe, secure learning environment which is characterised by high standards for both staff and students in the areas of dress and appearance, behaviour and individual scholarship and work habits.

## About the Role

You will provide leadership in delivering high-quality, inclusive programs within the Centre. You will have expert knowledge of Early Years Learning Framework, Queensland Kindergarten Learning Guideline and relevant state-based curriculums, child development and learning to lead the room's education program and practice as well as the Centre practice to meet or exceed the National Quality Standard.

You will also contribute to the professional identity of the Centre, raising the quality of the education program and practice. Working closely with the Early Learning Centre Manager and the Early Learning Educational Leader, you will establish authentic and positive relationships with children and families to ensure positive outcomes for all children.

## Responsibilities of Teacher-Kindergarten

### Educational Program and Practice

- To provide an engaging and exemplary program for the children that encourages participation, challenge and success;
- Deliver program to honour the Centre's strong image of the Child;
- Provide ongoing opportunities for students to develop understanding and respect for cultural diversity;





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- Utilise teaching strategies based on current research and knowledge that reflects best practice in Early Childhood Education;
- Create and utilise documentation that reflects a clear understanding of learning processes through both individual and small group learning experiences.
- Give emphasis to ensuring each learning experience, both indoor and outdoor, reflects a deep understanding of the multiple ways in which students learn;
- To observe, extend and evaluate each child's learning experiences during the month;
- Ensure that programming caters for the needs, interests and abilities of each child;
- Work collaboratively with other staff to plan and implement experiences;
- To regularly evaluate your programming and performance;
- Design and implement programs from child-initiated play experiences.

## Children's Health and Safety

- Be primarily responsible for ensuring a safe environment for children and adults in the Care Room and the outdoor environment;
- Adhere to directed Workplace Health and Safety procedures and report any issues of concern to the Team Leader;
- Refer any reported or suspected child protection issues to the Team Leader;
- Follow Centre policies re sunscreen application and 'no hat no play';
- To keep outdoor play to a minimum during the hottest part of the day;
- Cater for the individual health requirements of each child;
- Implement effective food handling and hygiene practices;
- Report any occurrences of infectious conditions and support any subsequent management plans;
- Promote balanced and healthy eating;
- To follow Centre guidelines re infectious conditions.

## Design and Location of the Premises

- To ensure the premises are kept in an orderly and safe manner completing daily checks and by reporting damage to the Team Leader;
- Establish a welcoming, inclusive environment for both children and families.





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## Staffing Arrangements

- Communicate effectively with other staff in a manner that fosters professionalism, teamwork and mutual respect;
- Build strong and dynamic team relationships through ongoing collaboration, demonstrating an understanding of the importance of each person's contributions

## Relationships with Children

- Primarily responsible for creating a responsive and inclusive atmosphere for all children enrolled in the Care Room;
- Interact with all children in a warm and friendly manner;
- Assume the leadership role in guiding each child's behaviour in a positive way;
- Foster self-esteem and confidence of each child;
- Respect the diversity of each child's background and abilities to accommodate the individual needs of each child;
- Treat all children equitably;
- Actively participate in children's play to extend it toward the Centre's set of clearly defined goals.
- Program to provide support, so children: -
  - have a strong sense of identity;
  - are connected with and contribute to their world;
  - have a strong sense of wellbeing;
  - are confident and involved learners;
  - are effective communicators.

## Collaborative Partnerships with Families and Communities

- Be responsive to the interests of families and encourage their participation in the Centre's activities;
- Utilise Community Links in programming experiences for the children in their care;
- Respond to the needs of the immediate (Centre-based), general (Sheldon College) and wider (external) communities as relevant to the children;
- Provide open communication lines to help foster a successful partnership between home and Early Years





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- Ensure to maintain strong partnerships with the Primary faculty in particular the Preparatory classes to support the transition from Early Years – Primary Class

## Leadership and Service Management

- Adhere to the Policies, Procedures and Philosophy of the Early Years;
- Adhere to the Sheldon College Code of Conduct and actively promote its Core values;
- Act within State Government Legislation and regulations as relates specifically to Early Years and any adult whose work it is to primarily care for children or young people;
- Participate in NCAC Accreditation process and strive to uphold its recommendations at all times;
- Display written copies of philosophy and goals;
- Undertake professional development, participate in monthly staff meetings and share professional knowledge with others;
- Attend weekly staff meetings as directed by the Early Learning Educational Leader and Principal to join the College Academic Group.
- And any other duties at the direct request of the Early Learning Educational Leader or the Principal of Sheldon College.

## Requirements

- Passion for quality teaching and learning and the ability to translate this into a challenging learning environment with strong student engagement and excellent academic outcomes;
- Ability to create a safe, secure learning environment in which trust is fostered, individual differences are respected and valued, and students are encouraged to be risk-takers and self-directed learners;
- Capacity for reflection and self-directed learning with a commitment to continuously improve teaching practices;
- Ability to apply creative and innovative practices and processes in education and digital platform tools to support student learning;
- Strong team orientation with the willingness to contribute and collaborate in a team environment;
- Ability to establish effective relationships with colleagues and parents and partnerships within the wider community;
- High standards of personal integrity and professionalism;
- Current First Aid Qualification;





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- Registration with the Queensland College of Teachers.

