



# Early Learning Centre Teacher

## Buckley House

### Position Description

Part-time 0.8 FTE ongoing position with potential for Leadership opportunities. This position will commence on 25 January 2018.

#### DUTY STATEMENT

- Positions:** Early Learning Centre Teacher - 4 year old.
- Reports to:** Head of Buckley House/ELC Manager.
- Direct Reports:** Not Applicable.

#### DUTIES

##### 1. As an Academic Staff Member at Ivanhoe Grammar School

- Demonstrate a love of teaching and respect for children
- Develop a culture of high expectations for all students
- Demonstrate professional standards as described in the Ivanhoe Grammar Professional Standards for Teachers
- Develop positive relationships with the parent community
- Demonstrate at all times active support of the school's vision, strategic direction, policies and procedures
- Demonstrate a genuine commitment to ongoing professional learning

## **2. As an Early Learning Centre Teacher at Buckley House**

- Has an understanding of the Education and Care Services National Law and Regulations 2011, and complies with all regulations required for registering and licensing
- Adheres to the seven Quality Areas of the National Quality Frameworks
- Has an understanding of the state and national early years frameworks
- Support the Early Learning Centre Philosophy and uphold all Centre Policies
- Build positive and respectful relationships with each individual student
- Demonstrate the capacity to develop and evaluate effective teaching and learning programs that would meet the individual needs, strengths and interests of all learners; plan and evaluate the program
- Create a play based learning environment that stimulates learning and promotes excellence
- Maintain up-to-date observations for each student
- Prepare individual student Portfolios
- Maintain all essential documentation
- Conduct both scheduled and as required parent/teacher meetings
- Provide support to teacher assistants
- Provide a safe and nurturing environment that is welcoming to families
- Be mindful of the Duty of Care for each child
- Be present at Early Learning Centre events and Orientation Day

## **3. As a Staff Member at Buckley House**

- Maintain professional confidentiality on information about students
- Work and plan collaboratively with other members of staff in the Early Learning Centre
- Establish effective and cooperative working relationships with both teaching and non-teaching colleagues
- Attend school functions as expected by the Head of Campus
- Model and reinforce school expectations in relation to dress, behaviour and punctuality

## **Essential Criteria**

- Relevant tertiary degree and teaching qualifications (Early Childhood Education)
- Excellent interpersonal and communication skills
- Proven ability to build and maintain positive relationships
- Effective planning and organisational skills
- Current VIT registration
- Hold and maintain Apply First Aid HLTAID001,002, 003 (or equivalent), Anaphylaxis Training and Emergency Asthma Management training
- Mandatory Reporting Training
- Evidence of relevant and recent professional development
- Proven competence with the use of technology in a learning environment
- Strength and previous experience in early years would be an advantage

Ivanhoe Grammar School is a Child Safe organisation. All staff are required to adhere to the School's Student Wellbeing Policies and Staff Code of Conduct. Where a staff member breaches these Policies or Staff Code, the School will take appropriate disciplinary action.

All members of staff at the School are expected to be competent in the use of technology in the classroom, active in the pastoral management of students, supportive of the School's Christian ethos and able to contribute to the wider co-curricular program.

This position description is an overview of the major duties and responsibilities of this role and does not represent the entirety of this position. Ivanhoe Grammar School reserves the right to vary this position description to meet the changing needs of the School.

Applications close on midday Monday 9 October 2017 and will be shortlisted upon receipt and interviews may take place during this process.

Please refer to the School's website [www.ivanhoe.com.au/currentvacancies](http://www.ivanhoe.com.au/currentvacancies) for the application process.

Applications should be addressed to:

Mr Russell Feben  
Head of Buckley House  
Ivanhoe Grammar School  
PO Box 91  
IVANHOE VIC 3079