

Position Description

Early Learning Teacher

Berwick Campus

2023

Part time 0.80 FTE (4 days)

Beaconhills College acknowledges the Wurundjeri and Bunurong - Boon Wurrung peoples as the Traditional Custodians of this land on which our College is built. We honour and respect their ongoing cultural and spiritual connection with this Country which includes Traditional Custodianship of the land, waterways and skies across Australia. We honour the richness, diversity and sophistication of the cultures of First Nations peoples. We admit with sorrow the wrongs of the past that have taken place and continue into today and that sovereignty was never ceded. We pay deep respects to Elders past and present and honour the strong leadership that is evident in the emerging Elders of tomorrow. We recognise that education is the key to unlocking our understanding of Aboriginal and Torres Strait Islander Australia and seek to explore what reconciliation means at Beaconhills College by partnering together and working to build a more just and compassionate society for the traditional owners of this land.

RELATIONSHIPS AND NETWORKS

LEAD BY	<ul style="list-style-type: none">• Head of Campus - Little Beacons• Deputy Head of Campus - Little Beacons• Centre Manager• Curriculum Coordinator
COLLABORATES WITH	<ul style="list-style-type: none">• Year Level team• Coordinator of Individual Programs• Operations Manager• Little Beacons Staff• Curriculum Coordinator• Head of Teaching & Learning (Little Beacons)• Families
LEADS	<ul style="list-style-type: none">• Students• Early Learning Coordinators• Early Learning Co-educators
KEY WORKING GROUPS	<ul style="list-style-type: none">• Discovery Planning• Transition Planning• Year level Planning



POSITION CONDITIONS

This is a part-time (0.80 FTE) position, commencing as soon as possible. The days of work will be Monday - Thursday.

This position teaches children 4-5 years of age.

REFERENCE DOCUMENTATION

- Education BluePrint
 - Beaconhills Teaching Standards and Instructional Model
 - Curriculum Framework
 - Student Learning Mindset
 - EYLDF (Early Years Learning and Development Frameworks)
 - Beaconhills online learning document
 - Educational Leaders Manual
 - Little Beacons Staff Handbook
 - QIIP (Quality Improvement and Innovation Plan)
 - Staff Code of Conduct
 - College Policies and Practices
 - Report Style Guide
 - Curriculum documentation (Curriculum site)
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PRIMARY PURPOSE OF THE POSITION

The purpose of the Early Learning Teacher is to promote high quality learning in a challenging yet supportive environment which allows all students to flourish. The role of the Early Learning Teacher is to foster a love of learning, sense of inquiry, promote student wellbeing, and to deliver and evaluate a learning program consistent with the Beaconhills six pillars of learning that matters and the Early Years Learning and Development Framework (EYLDF). The Early Learning Teacher will collaboratively develop curriculum within the understanding by design framework and inspire students to fulfil their potential. The successful applicant must demonstrate expert contemporary pedagogical knowledge and experience, demonstrating how to cater for the learning needs of all students. Providing opportunities for high quality learning is at the heart of the role.

The primary role of any teacher is to support our students in their learning through:

- Continually engage in informed reflective practice and professional learning activities that support personal and professional growth as well as support of ongoing innovations of the College
- Act as a role model for young people
- Support the learning outcomes of students through well designed curriculum, effective teaching pedagogy and practice and the provision of a safe learning environment that provides meaningful feedback
- Continually support the wellbeing of members of the Beaconhills Learning Community



The Early Learning Teacher will demonstrate an understanding of current research and will have experience in delivering programs based on best practice in early childhood.

All staff are expected to uphold the Little Beacons Learning Centre philosophy, aims and objectives.

The Early Learning Teacher takes direction from the Centre Manager and Curriculum Coordinator and is accountable to the Head of Campus and the Executive Principal.

TEACHER IN TRAINING

The training needs for this position are:

- Little Beacons protocols and procedures (e.g. Operoo for excursions and risk management, Synergetic, duty of care)
- Little Beacons Policies
- Compliance requirements
- eLearning Systems (e.g. SmartBoards)

KEY RESPONSIBILITIES FOR THE POSITION

- Teach and deliver the Discovery Programs to the Little Beacons students
- Establish trusting and respectful relationships with students and parents that ultimately supports the student wellbeing
- Communicate with members of the school community in a timely and professional manner
- Provide an environment that is conducive to learning
- Encourage students to become better learners and take responsibility for their Learning Mindset
- Continually support the wellbeing of our students and colleagues
- Communicate with members of the school community in a timely and professional manner
- Support all aspects of the Learning That Matters curriculum which including participation in the Experiential program
- Support the learning of all students to meet individual student learning needs
- Collaboratively develop and manage quality care and education, responding to the developmental needs, interests and wellbeing of children and students, based on best practice
- Develop, record and maintain e-learning reports reflecting individual objectives, incorporating regular written observations across all aspects of a child's development
- Develop reports biannually using observations and assessment tools to provide parents with a developmental profile of their child
- Empower learners as critical thinkers and decision makers
- Offer learners opportunities to enhance and develop confidence in each of the intelligences



- Undertake all duties in a professional manner and ensure requirements of DET, the Regulations and the Act and the policies and procedures of Little Beacons Learning Centre are upheld
- Expand early years knowledge, keep abreast of current issues and research and liaise with relevant early childhood services, other professional services and organisations within the community
- Demonstrate knowledge and implementation of the EYLF
- Develop and manage specified resources required to facilitate and support the program
- Undertake relevant professional learning both at the Learning Centre and in the broader education community
- Attend and contribute to Learning Team and Staff meetings
- Work as a member of a cooperative team in the development and delivery of planning and implementation of the developmentally appropriate program
- Attend the Early Explorers camp program
- Attend events directly related to the program including Celebrating families and student progress meetings
- Assist with special events, which may include Family Evenings, Open Days and Information Evenings

QUALIFICATIONS

Early Learning Teachers must hold:

- a Victorian Institute of Teaching Registration and supporting qualification
- a current Police Certificate
- Australian citizenship or permanent residency
- appropriate first aid training certificates, that comply with the requirements of the Children's Services Regulations 1998 (including a current CPR certificate)
- **HLTAID012 - Provide an emergency first aid response in an education and care setting** (previously HLTAID004)

OR

- **HLTAID011 - Provide First Aid** (previously HLTAID003)

The below certificates are required in addition to HLTAID011 to comply;

22300VIC - First Aid Management of Anaphylaxis

22556VIC - Management of Asthma Risks and Emergencies in the Workplace (previously 22282VIC)

PHYSICAL CAPABILITIES

- Sitting (occasional 1-33%)



- Standing (frequent 34-66%)
- Walking (frequent 34-66%)
- Talking (frequent 34-66%)
- Listening (frequent 34-66%)
- Steps/stairs (frequent 34-66%)
- Carrying (occasional 1-33%)

WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES

- Ensure that any hazards, incidents (including near misses) and injuries are reported immediately to relevant management
- Co-operate in relation to activities taken by the College to comply with Work Health and Safety (WHS) legislation
- Participate in consultation, meetings, training and other health and safety activities where required
- Ensure only authorised, adequately trained staff undertake assigned tasks
- Take reasonable care for personal health and safety and the health and safety of others in the workplace

ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLES

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Beaconhills College.

CHILD SAFETY AND EQUAL OPPORTUNITY STATEMENT

Beaconhills College has zero tolerance for child abuse. Beaconhills is a child safe employer and is committed to the welfare of children and their protection.

Beaconhills has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the College's *Child Safe Policy* and *Code of Conduct*, which are available on our website [here](#). Beaconhills performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, criminal record checks, *Working with Children Check* (WWC Check) and checks of social media accounts.

Beaconhills College is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

