

POSITION DESCRIPTION

Early Childhood Language Teacher



This document is your roadmap to success. It is an important tool that supports your career and development at Cire and beyond. Our aim is to be clear about what you need to do to achieve success personally and professionally. We will describe the types of activities, tasks and responsibilities that shape your role, as well as showing you what it looks like when you have been successful. It is also important to understand that your behaviours, attitude and demonstration of Cire's Values form part of your success.

Organisation Profile

Cire Services Inc. is an advanced, community based, not for profit organisation. Cire operates a range of services to meet community needs through education and provision of services.

- We are a **Registered Training Organisation (RTO)** offering accredited, pre-accredited, work skills and leisure courses.
- Our **Community School**, a registered independent school, provides secondary curriculum to students in an alternative school environment.
- Cire **Early Learning** supports children's services for long day care, pre-school programs, occasional care, vacation care and before and after school care.
- **Community Hubs**, bringing people together to connect, learn and contribute in their local community through social, education, recreational and support activities.

Our Values



OVERVIEW	
Title	Early Childhood Language Teacher
Business Unit	Early Learning
Department	Long Day Care
Reports To	Director of Early Learning
Primary Location	Yarra Junction, Mount Evelyn
Award and Classification	Educational Services Teachers Award 2010
Date Prepared	December 2022

POSITION PURPOSE
<p>From 2020, Cire will deliver the Early Childhood Language Program (an initiative of the Victorian Department of Education and Training). The Early Childhood Language Program will be introduced into around 160 early childhood services offering a state funded kindergarten for children in the year before school. As part of this program, children across Victoria will be given the opportunity to learn in up to 16 different languages for part of their kindergarten program. In partnership with existing staff, the Early Childhood Language Teacher will be responsible for the delivery of the language program.</p> <p>The Early Childhood Language Program will be delivered in accordance with the Victorian Early Years Learning and Development Framework and children will be encouraged to learn through play, exploration and problem-solving in another language.</p>

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PARAMETERS	
Direct Reports	None
Key Internal Stakeholders	Executive Manager, Early Learning , Director of Early Learning, educators, staff
Key External Stakeholders	Families, children, community, inclusion support, primary schools, networks, kindergarten field officers, government agencies, community partners
Key Challenges	<ol style="list-style-type: none">1. To ensure adherence to compliance and regulatory requirements, while maintaining a positive environment for the children and families2. Assess children’s learning and development and apply pedagogical expertise to inform curriculum decisions3. Supporting a culture of reflective practice and continuous improvement4. Staying up to date with sector trends and changes5. Supporting a culture of accountability

QUALIFICATIONS AND CERTIFICATIONS
<ul style="list-style-type: none">• Qualifications and experience in early childhood (Early Childhood Teacher preferred)• Formal language qualification or successful ‘Statement of Equivalence’• Current First Aid Qualification in accordance with ACECQA guidelines• Mandatory Reporting• Current Working with Children Check• Clear Police Check• Clear Australian Right to Work Check• Full Australian drivers licence

KNOWLEDGE AND EXPERIENCE
<ul style="list-style-type: none">• Experience as an early childhood educator in an early childhood setting• Excellent early childhood practice and pedagogy• Fluent language skills• A solid understanding of the National Quality Standards, the Education and Care Services National Law Act 2010, Education and Care Services National Regulations and the Victorian Early Years Learning and Development Framework

CAPABILITIES
<ul style="list-style-type: none">• Excellent interpersonal skills and well-developed communication skills• Ability to work collaboratively with existing early childhood staff in the kindergarten program to plan and deliver the language program• Well-developed organisational and time management skills• Demonstrated commitment to ongoing professional learning to further develop skills, expertise and teaching capacity• Compassionate, caring and empathic

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YOUR AREAS	WHAT YOU DO	SUCCESS MEASURES
Program Development and Delivery	<ul style="list-style-type: none"> • Implement the service philosophy and ensure that it guides the pedagogy and teaching decisions • In consultation with Kindergarten educators, develop, deliver and evaluate a quality language program that supports the needs of all children that attend the program and support the service’s commitment to inclusion • Provide a safe environment whilst reflecting the principles of <i>open-ended child initiated play</i>, the philosophy and broad goals of the service and its relevant policies and procedures • In consultation with the Kindergarten Teachers, share information with families regarding their children’s learning and development within the language program • Engage in critical reflection and evaluation of children’s learning which is used as a primary source in future planning • Support the Kindergarten educators to ensure families and children especially those experiencing vulnerability can meaningfully participate within the program 	<ul style="list-style-type: none"> • Programs are engaging, relevant and appropriate • Positive feedback from families and children • Learning is visible • Relevant information is shared and recorded • Evidence that critical reflections are used as the main source of future planning • Evidence of links to the framework in the program • Evidence of intentional teaching practices
Compliance / Frameworks	<ul style="list-style-type: none"> • Understand and work in accordance with all regulatory frameworks and legislation of the early childhood sector • Ensure understanding of the service philosophy • Ensure all children develop a sense of belonging and are treated equally • Children are spoken to with respect and kindness • Actively participate in ongoing and continuous improvement and actively contribute to the QIP • Actively participate in the Assessment and Rating process • Work in accordance with the Code of Ethics of Early Childhood Australia • Work in accordance with the policies and procedures of the organisation 	<ul style="list-style-type: none"> • Work and actions represent the service philosophy • Programs and actions relate to the regulatory frameworks • Children are treated with respect and kindness • Positive feedback from other staff, children and families • Zero instances of abuse or inappropriate behaviour guidance strategies by you towards the children, either psychological, emotional or physical • Employees understand relevant legislation, demonstrated by 100% adherence and compliance • Demonstrated understanding of service and organisational policies and procedures, demonstrated by 100% compliance

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Relationships	<ul style="list-style-type: none"> Form positive, respectful, equitable and genuine relationships with all children and families 	<ul style="list-style-type: none"> Zero incidence of children being treated inappropriately Positive relationships are built with the families and children Positive feedback from children and families Zero incidence of confidentiality/privacy breaches
Teamwork	<ul style="list-style-type: none"> Actively participate in and promote positive teamwork within the service and within the organisation 	<ul style="list-style-type: none"> Positive feedback from team members Evidence of collaborative practice Observations of respectful relationships with team members
Values	<p>Demonstrate and work with:</p> <ul style="list-style-type: none"> Integrity; Respect; and Quality. 	<ul style="list-style-type: none"> We do what we say, and we stay true to our values and commitments We respect those in our communities and we actively seek to engage all stakeholders so that we can deliver on what we promise We focus on providing high quality services across all aspects of our organisation
OH&S	<ul style="list-style-type: none"> Understand Worksafe requirements and act responsibly Comply with OH&S standards and responsibilities Report hazards and incidents immediately or within 24 hours at the latest Regularly check the workplace for safety Ensure other employees are operating safely, and address unsafe practices 	<ul style="list-style-type: none"> Workplace incidents and hazards are addressed within the required timeframes You operate safely at all times
Ad hoc	<ul style="list-style-type: none"> Other duties and projects as reasonably directed from time to time 	<ul style="list-style-type: none"> Demonstrated flexibility and adaptability to ad hoc requirements

I confirm that I have read and understand my requirements, accountabilities and outcomes as outlined in this Position Description.

I understand that my Performance and Success Review will assess the Success Measures included in this Position Description.

Employee name

Employee signature

Date: