



POSITION DESCRIPTION

Position name	Early Childhood Teacher
Employment Status	Fixed term
Tenure	School Year 2025
Teaching load	1.0
Key Relationships	Reporting to the Director of Early Years

Our Mission:

Scotch College aims to prepare our students to make an impact.

We plan to deliver consistent, outstanding innovation in our people, programs and infrastructure on a sustainable basis, in order to provide opportunities for young people to thrive and develop the awareness, boldness and versatility to make a difference in any part of the world.

We are a forward looking, externally focused, nurturing and ambitious community driven by a powerful sense of the wellbeing of our stakeholders, so that the wellbeing of others may be enhanced. Wellbeing is embedded in everything we do, and we want our staff to be:

- able to flourish: be physically adept, mentally resilient, intrinsically motivated, highly skilled,
- practicing effective work life integration, and
- demonstrating an adaptive capability which will enable the College to confidently embrace disruption.

Position Objective:

Under the direction of the Director of Early Learning, the Early Years Teacher is responsible for planning and implementing an effective play-based teaching program (inspired by the principles of Reggio Emilia) in a child-centred curriculum, with a focus on personalised learning, that is responsive to student interests and needs, including those of gifted students.

Key Responsibility Areas:

1. Teaching

- Undertaking play-based teaching in a child-centered curriculum, with a focus on personalised learning
- Providing an environment that values and facilitates children's learning through play; an environment that is safe, nurturing, inclusive, challenging and promotes a sense of belonging and self-worth
- Responsible, in consultation with the Educational Leader for developing, implementing and evaluating personalised learning plans for individual children or groups of children that incorporate interests from outside of the Centre
- Understanding of and commitment to delivering a curriculum that is balanced with both intentional and emergent curriculum
- Developing positive and trusting relationships with children and parents
- Working in partnership with families
- Working flexibly and collaboratively with colleagues
- Keeping accurate records, writing formal reports and learning stories for parents and conducting parent-teacher interviews
- Attending all staff meetings

- Participating in Centre and College events and extra-curricula duties as required
- Liaising with health professionals when required
- Liaising with team teachers and educators to ensure that all relevant staff are fully informed of each child's needs and that responsibility for children is shared fairly and equitably
- Taking responsibility for ensuring that co-educators are given clear instructions and guidance in own classroom
- Greeting and giving daily feedback to all families every day
- Other duties as required

2. *Safety, Compliance and Quality*

- Ensuring that staff: student ratios are maintained throughout the day in own room
- Being familiar with and ensuring compliance with all ELC and College policies and processes
- Compliance with the Early Years Framework and the National Quality Framework, and contributing to the work the centre does in planning, monitoring and implementation
- Contributing to the ongoing Quality Improvement Plan and its implementation
- Responsible for ensuring that a safe environment is maintained for both staff and children

3. *Work Health Safety and Wellbeing*

- Take reasonable care of, and cooperate with actions taken to protect the health and safety of self and others
- Report all accidents, incidents and hazards as soon as is practicable
- Read and adhere to all Scotch WHS guidelines and policies

Key Selection Criteria: Qualifications, Skills and Experience

Essential experience

- Relevant related experience

Essential qualifications, skills and knowledge

- A Bachelors Degree or higher
- Registration to teach in South Australia
- Current Certificate in Reporting Abuse and Neglect – Education and Care
- Provide First Aid Certificate
- If a recent graduate, please provide University reports

Key Selection Criteria: Personal Attributes

- Commitment to student wellbeing and associated programs
- Ability to act as an excellent role model for students, colleagues and parents
- An understanding and commitment to co-education
- An understanding and belief in the benefits of play-based learning
- Exceptional interpersonal skills, including an open and friendly disposition and the ability to listen effectively
- An independent worker with superior organisational skills, the ability to set goals and prioritise work, and the capacity to manage multiple, simultaneous tasks
- The ability to manage others in a positive and effective manner
- Flexibility regarding working hours and evolving duties
- The ability to relate to students, parents and members of the wider College community from a range of different age groups, experiences, and cultural and linguistic backgrounds
- Superior organisational ability, with demonstrated self-motivation and initiative in setting goals and prioritising work
- Demonstrated personal resilience, including the ability to work under pressure and manage stress effectively
- A high level of energy and vitality

Conditions of Employment:

- All applicants must be eligible to work in Australia.
- All staff must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures.
- Work flexible hours to service the College's various activities, which will include occasional evening and weekend work.
- Some out of hours and weekend work will be required.
- Successful applicant will be employed under the Scotch College Enterprise Agreement
- All staff are responsible for ensuring that the data they collect, access or retain is done so within the requirements of the College Privacy Policy.

Finally

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and some flexibility is required when using this document for reference. There will be other tasks, not described above, that may be given to this position from time-to-time.

All positions evolve and change over time, and the school commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

Scotch College is a child-safe organisation and committed to the safety and wellbeing of children and young people. We undertake appropriate screening and suitability assessments to determine the commitment of applicants to supporting child safety and wellbeing values in practice.