



Camp Hill Kindy

Position Description – Early Childhood Teacher (ECT)

Title	Early Childhood Teacher (ECT)
Employment Status	Part – Time (Monday & Tuesday)
Direct Reports	Co-Directors
Camp Hill Kindergarten is a community-based, not-for-profit organisation that has proudly served local families since 1944, celebrating 80 years of service in 2024. Affiliated with C&K, our kindy is operated by a parent-elected Management Committee in partnership with two Co-Directors. Nestled among leafy gardens and natural play areas, Camp Hill Kindy is a double-unit service offering five programs: four standard kindergarten groups and a pre-kindy program for three-year-olds. We embrace a play-based, emergent curriculum where children’s strengths and interests shape collaborative learning experiences, supported by intentional teaching practices. We are seeking a passionate and motivated Early Childhood Teacher to deliver a two-day kindergarten program (Monday–Tuesday). This is a highly valued role, working closely with our Co-Directors and Educational Leader in a collaborative teaching environment.	
Purpose	The Teacher is a respected position within the Camp Hill Kindergarten & Preschool Assoc. Inc., with overarching responsibility for the delivery, and planning of an educational program to the children attending the Service. The Teacher is responsible for ensuring that all services and activities provided are consistent with the purpose, vision, and values of Camp Hill Kindergarten & Preschool Assoc. Inc., and comply with relevant legislation, quality standards, contemporary research and practice wisdom.
Key Roles	• The delivery of a high quality, inclusive early childhood educational program • Strong trusting relationships between children, families and staff • A strong and cohesive professional team • Meaningful parent participation in all aspects of service provision • Flexible relevant and responsive service provision • To promote the Camp Hill Kindergarten & Preschool Assoc. Inc. within the local and broader community.
Key Responsibilities	Qualifications: Bachelor of education (early childhood) or equivalent to early childhood qualification. Curriculum



Camp Hill Kindy

- Promote and respect the individuality of the child and be responsive in the provision of the program to reflect this.
- Implement a detailed educational program reflective of a child centre curriculum.
- Evaluate the program and its effectiveness through collaboration with children, families and staff.
- Ensure that documentation on children and their learning is maintained and diverse in observational techniques and holistic in approach.
- Implement a range of proactive strategies to promote two-way information sharing between home and the centre, including feedback on service provision.

Working with Children and Families

- Provide an environment that welcomes children and families and creates a sense of community within the program.
- Demonstrate an understanding and empathetic attitude when working with families and children
- Communicate with children in a meaningful and authentic manner that supports and encourages children's participation within the program and develop rich relationships with everyone.
- Promote and facilitate meaningful parent participation in all aspects of service provision, and support staff in this important aspect of their work.
- Actively engage with families in sharing information relative to the child

Human Resource Management and Support

- Attend and actively participate in parent meetings and scheduled centre events.
- Promote and maintain effective teamwork communications with staff, volunteers and students.
- Develop and maintain cooperative and harmonious relationships and work in collaboration with others to prevent and/or resolve difficulties.
- Support and encourage the Assistant Educator to actively participate in the care and education of the children in the program, inclusive of record keeping and documentation.
- Support the inclusion and participation of students and volunteers, ensuring the appropriateness of working with and communicating with children
- Comply with all regulatory requirements relative to the Centre and maintain all record information relative to the children and families, reflective of Centre's procedures and legislative requirements.



Camp Hill Kindy

Additional Information	Workplace Health and Safety • Participate in the development, implementation and review of organisational WH&S policies/procedures. • Facilitate regular safety drills (fire/evacuation/lock down procedures). • Ensure that any equipment or facilities posing a safety risk are identified, recorded, followed up in a timely manner and reported to Admin. • Ensure the timely and accurate completion of Incident Reports and Reports of Harm and submit these to the Director. • Ensure that the Centre, inclusive of both indoor and outdoor environments is aesthetically inviting for children to engage in play and adheres to safety requirements as per regulatory requirements. Ongoing Requirements • Curriculum. • Working with Children and Families. • Human Resource Management and Support. • Supporting the Centre. • Continuous Quality Improvement. • Workplace Health and Safety. Essential additional qualifications • Senior first aid certificate, including resuscitation certificate. • Current Blue Card. • Registration with the College of Teacher's Registration prior to appointment. Registration must be renewed annually.
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