



3-Year-Old Kindergarten Teacher 2022

Canterbury Norwood Kindergarten (CNK) located in Melbourne's leafy inner-eastern suburb of Canterbury, and is a small, community-based kindergarten run by a committee of management, comprising of past and current parents. Established and operating on the same premises since 1947, our program has been underpinned by a belief in growth through imaginative play and the joy of music and stories.

We pride ourselves on the provision of a quality pre-school service within a nurturing, inclusive and stimulating environment.

This is a unique opportunity as our kindergarten will be relocating into a brand new, purpose-built facility, in mid-2022, located behind Canterbury Gardens. This role will suit an aspiring leader and has the potential for an increase in the time fraction leading into 2023, as our kindergarten enters an exciting new stage in its unique history.

The Position

CNK are seeking to employ a passionate and experienced 3-year-old kindergarten teacher in a part time, fixed term position commencing 28 January 2022, with commitment to teaching within our well-established philosophies and culture of play-based learning. The successful candidate must be willing to be guided and supported by our director and parent led committee in their planning and routines. This is a new position with the opportunity for future ongoing employment for the right candidate.

CNK provides an exceptional program for 3- and 4-year-old children, based on the Early Years Learning Framework with a strong emphasis on play-based learning, operating in accordance with the Victorian Government school term dates.

Key responsibilities include:

- working alongside the Director, Co-Educators, and other staff to plan, implement, assess, and evaluate a high quality and diverse educational program based on the VEYLD and EYL frameworks
- working alongside the Director, Co-Educators, and other staff in observing and recording the development of individual children
- actively supporting every child to participate in the program ensuring that children's interests are acknowledged, promoted, and explored
- ensuring that all practices are in accordance with the national Quality Framework and reflect the philosophy, policies, and procedures of CNK
- implementing effective health and hygiene practices, including meeting all early childhood regulations relating to medical management plans, risk management plans, policies, and procedures
- carrying out the tasks which are important for the care and provision of a safe and healthy environment for children
- informing parents about their children's care and educational program and CNK's operation.

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The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive.



Applicants must have the following qualifications and registrations prior to commencement:

- Bachelor of Education / Bachelor of Early Childhood Education with at least three (3) years' experience
- Working with Children's Check (Employee) and VIT Registration
- Current First Aid Certificate (HLTAID004) or (HLTAID012)
- Current Asthma and Anaphylaxis Certificate (22556VIC) or (22300VIC).

VIT provisionally registered teachers are welcome to apply.

All staff must commit to a culture that supports and embraces Child Safe Standards.

Position Description

The complete job description is located below.

How To Apply

- Prepare a comprehensive letter of no more than two pages, addressing the Key Selection Criteria and outlining your suitability for the role, as well as your resume, university transcripts, names, and contact details of three referees who would be able to support your suitability for the role
- Email all these documents to the CNK Committee President at president@canterburynorwood.com.au subject "2022 Job Application"
- Applications close 5pm Monday 4 October 2021.

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Position Description

Position:	3-Year-Old Kindergarten Teacher
Position status:	Part time, fixed term 12 months
Time Fraction:	11 hours of teaching time, plus additional non-contact time, in accordance with VECTEA 2020
Session Times:	Monday & Thursday 9:30am – 3:00pm
Classification:	Bachelor of Education / Bachelor of Early Childhood Education
Entitlements:	In accordance with VECTEA 2020
Agreement/ Award:	Victorian Early Childhood Teachers and Educators Agreement (VECTEA)
Reports to:	Director, Canterbury Norwood Kindergarten and the CNK Committee of Management

Canterbury Norwood Kindergarten (CNK)

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We pride ourselves on the provision of a quality pre-school service within a nurturing, inclusive and stimulating environment.

This is a unique opportunity as our kindergarten will be relocating into a brand new, purpose-built facility, in mid-2022, located behind Canterbury Gardens. This role will suit an aspiring leader and has the potential for an increase in the time fraction leading into 2023, as our kindergarten enters an exciting new stage in its unique history.

Our philosophy:

We aim to provide a nurturing and safe environment for free play which we believe is fundamental in enhancing our children's emotional development, physical, intellectual, creative, communication and social skills.

The pathway of our children's learning and development is centred on our theme of "belong, grow, blossom". We aim to make children aware that they belong not only to their family, but also to a community, cultural heritage, and social groups outside the family. We also help children grow their sense of identity and self-confidence and blossom from their learning experiences.

The day-to-day program is flexible and allows for each child's individual needs, abilities, and interests. We enable our children to play and experiment at open-ended activities with few

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interruptions. Our children are encouraged to explore, observe, create, and use their imagination. We respect the rights of the children to make choices and participate in decisions that affect them, including their learning. Children are encouraged to choose their preferred activity, spend a reasonable amount of time at the activity and then complete their chosen task.

Key Responsibilities

- work alongside the Director, Co-Educators, and other staff to plan, implement, assess, and evaluate a high quality and diverse educational program based on the VEYLD and EYL frameworks
- work alongside the Director, Co-Educators, and other staff in observing and recording the development of individual children
- actively support every child to participate in the program ensuring that children's interests are acknowledged promoted and explored
- ensure that all practices are in accordance with the national Quality Framework and reflect the philosophy, policies, and procedures of CNK
- use technology to communicate effectively and professionally and to organise information
- integrate technology to teach and facilitate and to improve learning productivity and performance
- implement effective health and hygiene practices, including meeting all early childhood regulations relating to medical management plans, risk management plans, policies, and procedures
- carry out the tasks which are important for the care and provision of a safe and healthy environment for children
- inform parents about their children's care and educational program and CNK's operation
- support and encourage parents' interest and facilitate their involvement in the kindergarten
- work cooperatively and collaboratively with other staff to provide a safe, caring, welcoming, and stimulating environment for children within the kindergarten
- participate in staff development, professional growth, and training opportunities
- contribute to the kindergarten's continuous improvement through reflective practice and as directed by the Director and CNK Committee President
- adhere to the CNK Code of Conduct Policy
- be willing and able to act in the position of 'Person in Day-to-Day Charge' of the kindergarten, as required
- ensure that equipment and resources are maintained at an optimum level
- attend to any other duties required by the Director and CNK Committee President

Key Selection Criteria (4)

1. Demonstrated ability to work in a team environment and engage with all stake holders- children, families, and fellow staff members
2. Demonstrated ability to plan open ended provocations that encourage creative, stimulating, sensory, hands on, dramatic and active play for children
3. Demonstrated understanding of positive communication with children, knowledge of growth mindset, restorative practice and building resilience in children

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4. Demonstrated ability to integrate technology to teach, facilitate and effectively communicate with all stake holders- children, families, and fellow staff members.

Qualifications / Registrations:

- Bachelor of Education / Bachelor of Early Childhood Education with at least three (3) years' experience
- Working with Children's Check (Employee) and VIT Registration
- Current First Aid Certificate (HLTAID004) or (HLTAID012)
- Current Asthma and Anaphylaxis Certificate (22556VIC) or (22300VIC).

Key Relationships:

- CNK Kindergarten staff, CNK Management Committee, children, and families.

How To Apply

- Prepare a comprehensive letter of no more than two pages, addressing the Key Selection Criteria and outlining your suitability for the role, as well as your resume, university transcripts, names, and contact details of three referees who would be able to support your suitability for the role
- Email all these documents to the CNK Committee President at president@canterburynorwood.com.au subject "2022 Job Application"
- Applications close 5pm Friday 8 October 2021.

Please direct any enquiries for this position to the CNK Committee President, Tenealle Ntontis, via email at president@canterburynorwood.com.au

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