

# KINDERGARTEN TEACHER

## POSITION DESCRIPTION



### Position Summary

The position provides a high quality developmentally appropriate kindergarten experience to eligible children in the two year's prior to school entry in accordance with relevant legislative and regulatory requirements including the National Quality Framework and the Victorian Early Years Learning Framework. This position may require leadership in stand alone kindergarten programs.

### Position Details

<b>Title:</b>	Kindergarten Teacher		
<b>Classification:</b>	Teacher	<b>Position Number:</b>	518
<b>Category and status:</b>	Permanent Part Time		
<b>Reports to:</b>	Manager Children's Services		
<b>Supervises:</b>	Early Childhood Educator		
<b>External relationships:</b>	Parents, carers and their children		
<b>Date PD approved:</b>	January 2026		

### Position Key Responsibilities

Education and care	<ul style="list-style-type: none"> <li>Plan and implement a kindergarten program for individual children, including a written educational program and individual records for each child, based on approved National Early Learning Frameworks</li> <li>Ensure program is delivered in line with the National Quality Standards.</li> <li>Be an active participant and driver of all requirements for service Assessment and Rating</li> <li>Refer to, liaise and consult with other Children's Service Agencies and the community where appropriate e.g. Maternal and Child Health Nurses, Early Intervention Team, Primary Schools.</li> <li>Be aware of current issues influencing or affecting the delivery of kindergarten services, including Bush Kindergarten</li> <li>Communicate effectively with families offering support and guidance and encourage their participation in the program.</li> <li>Be aware of Child Safe Standards and Reportable Conduct and how they influence program delivery</li> <li>Act as a Nominated Supervisor and / or Educational Leader in accordance with the National Early Childhood Education and Care Law and Regulations 2018.</li> <li>Promote and practice The Australian Early Childhood Association code of Ethics</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>Provide direction for the kindergarten educator (Early Childhood Educator)</li> <li>Ensure that performance reviews are undertaken on a regular basis and that staff members have the opportunity for regular feedback on performance.</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>Work co-operatively with all Children's Service staff</li> <li>Participate in the building of a positive culture within the team</li> <li>As required attend teacher meetings, in service training sessions and parent committee meetings.</li> </ul>
Customer service	<ul style="list-style-type: none"> <li>Develop positive relationships with parents and carers</li> <li>Support customer service surveys with kindergarten users and parent committees.</li> </ul>

Administration	<ul style="list-style-type: none"> <li>• Develop and maintain the service Quality Improvement Plan in line with the National Quality Standards</li> <li>• Ensure all relevant documentation is completed to meet National Early Childhood Education and Care Law and Regulation requirements</li> <li>• Perform relevant administrative duties, e.g. ordering equipment; writing committee reports and other reports as requested.</li> </ul>
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### Position Organisational Responsibilities


Leadership	Position will be a role model to staff and the community, actively demonstrating Council's values.
Strategy and policy	Position may be required to assist in developing policies and strategic documents.
Budget	Position will monitor kindergarten budget
Internal meetings	Position will be required to participate in regular team meetings.
External collaboration	Position may be required to represent Council in a range of forums including industry networks, government/agency workshops etc.
Risk management	Position is responsible for identifying and minimising risk to children, staff and visitors to the kindergarten and for ensuring that all OH&S obligations are met.
Corporate records	Position is responsible for the accurate, timely and secure storage of all Kindergarten records under their control.
Legislative framework	Position is responsible for adherence to the National Education and Care Law and associated regulations
Customer Service	Position is accountable for own adherence to the Customer Service Charter.
Council values	Position will demonstrate and encourage behaviour in line with Council values.
Behaviour	Will demonstrate behaviour of the highest of integrity; behaviour that is free from bullying, harassment and discrimination and that abides by the Code of Conduct.
Emergency management	Not applicable

### Position accountability, judgement, skills and qualifications

Accountability and extent of authority	The Kindergarten Teacher will be responsible for the secure, safe and stimulating education for all children under care. The Kindergarten Teacher will be accountable for the quality of care provided and for the provision of professional and courteous service to the families and carers of the children under their care.
Judgement and decision making	Daily work will be conducted as per program plans and Council policies and procedures. Guidance and advice will always be available from the Manager. Sound judgment in relation to the safety and security of children is required.
Specialist skills/knowledge	Knowledge of the needs and developmental stages of young children and a knowledge of National Early Childhood Education and Care Law and Regulations is required.
Management skills	Position must be able to manage time, prioritise, organise and plan own work.
Interpersonal skills	Position must be able to communicate effectively with parents, carers, other staff and children.
Qualifications/experience	Bachelor of Early Childhood Education or equivalent and be Victorian Institute of Teaching registered. Current First Aid qualifications which comply with the requirements of the National Early Childhood Education and Care Law and Regulations.

**Selection Criteria**

Qualifications and Experience	List Qualifications and experience outlining roles and responsibilities undertaken.
Knowledge of National Early Childhood Education and Care Law and Regulations	Give description of what your understanding and knowledge of the National Early Childhood Education and Care Law and Regulations is and examples of how you have worked within this requirement
National Early Learning Framework	Demonstrate knowledge and give examples of how you use National Early Learning Frameworks within your current day to day program delivery
Child Safe Standards and Reportable Conduct	Demonstrate knowledge of Child Safe Standards and Reportable Conduct and examples of how these impact service delivery

<b>Acceptance of Position Description</b>		
<b>Approved:</b> Chief Executive Officer	<b>Signature:</b> 	<b>Date:</b> 16 January 2026
I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.		
<b>Approved:</b>	<b>Signature:</b>	<b>Date:</b>

**Position Description:** Kindergarten Teacher  
**Altus ECM reference:** INT24/44809D0A  
**Position Description developed:** November 2021  
**Position Description reviewed:** June 2024, January 2026