



Position Description

Position	Early Childhood Teacher
Reports to	Deputy Principal (Head of Junior School)
Type	Full-time or Part-time
Classification	Independent Schools NSW/ACT Standards Model (Teachers) Multi-Enterprise Agreement 2017
Last updated	September 2021

Duties

It is the nature of the work at Canberra Girls Grammar School that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in the position description.

As a Group Teacher:

- demonstrate at all times active support of the School's aims, objectives, policies and rules, and at all times provide a model for learning and living
- build a positive relationship with each child as an individual
- create a learning environment which stimulates learning, promotes excellence and which accepts and acknowledges the needs of children to be both challenged and supported
- use a variety of teaching, learning and assessment techniques to meet individual needs as far as is possible
- make the best use of resources available
- undertake all teaching duties in a professional manner including identification of child needs for assistance from the appropriate support personnel
- keep an open dialogue with parents as to group activities, programs and expectations
- attend Chapel, Assemblies, special services and year level activities with the group

As a Provider of Pastoral Care:

- monitor the physical, social, emotional and educational development of each child
- share explicitly with children the expectation of a code of conduct which enables all children to work productively and receive a fair share of teacher attention
- be the first point of contact between families and the Centre and take appropriate action when contact is made
- communicate in a clear, respectful and professional way in order to optimise each child's development
- as appropriate, assist children to resolve problems
- consult with the Early Learning Centre Coordinator if problem warrants

Record Keeping and Reporting:

- maintain a weekly program outlining all activities undertaken by the group
- conduct parent/teacher interviews regularly
- keep complete and accurate records of each child's progress
- write individual child Reports
- refer parents' requests for child's leave to the Director of the Early Learning Centre
- carry out administrative tasks thoroughly and punctually.

As a Member of Staff:

- be thoroughly familiar with, and fulfil all duties in accordance with, School Policy
- attend all staff meetings
- be prepared to be involved in the wider life of the School especially co-curricular activities
- attend school functions organised with School Board, Parents and Friends Association etc
- model and reinforce school expectations and rules eg behaviour, uniform, punctuality
- undertake playground duties with diligence, mindful of duty of care
- in conjunction with other teachers continuously evaluate and modify planning in line with changing needs
- maintain professional confidentiality on information about the children
- be proficient in the use of IT as a teaching and administrative tool
- communicate with and establish effective and co-operative working relationships with teaching and non-teaching colleagues
- help enable the best use of shared resources
- be aware of expectations in regard to safety, both general, as in emergency procedures, and specific, as these relate to particular subjects and activities

Professional Development of Self and Staff:

- be prepared to continuously upgrade professional skills and knowledge
- undertake regular professional development, such as reading and attending courses, for the development of knowledge and skills on a personal basis, to take into account current developments relevant to the needs of children and the requirement of the curriculum
- keep abreast of knowledge and curriculum development in teaching areas as well as current developments in educational thinking
- contribute to the professional development of other staff members by sharing knowledge, ideas and resources

Other Duties:

- undertake such other duties as may be required by the Principal.

Essential Skills/ Experience

- Bachelor of Education or Graduate Diploma in Education (Early Childhood)
- Registration with the ACT Teacher Quality Institute