



Position Description

Position title	Early Childhood Teacher for Bilingual Program (Greek Language)
Address	77-81 Willesden Road Oakleigh VIC 3186
Appointed by	Principal
Responsible to	Director of ELC
Employment type	Full-Time

Overview

Oakleigh Grammar is a K to 12 co-educational Christian school. Over the years, Oakleigh Grammar has continued to reflect the changing face of its surrounding suburbs embracing and celebrating multiculturalism, diversity and inclusion.

Our Early Learning Centre (ELC) is inspired by the Reggio Emilia philosophy. Valuing each child as central to their own learning. Our staff believe that all children are a sacred gift from God and are full of curiosity and creativity.

The Key Principles

Children are active participants in the learning process. They have the potential, interest and capability to take some control over the direction of their learning.

Children's learning environment is significant. Exploration and awareness of material things around them are fundamental as children learn through the experience of touching, seeing and hearing.

Community and culture play an important part in the learning process. Teachers, parents and children are collaborators, ensuring that independent thought is fostered within the context of mutual respect and responsibility.

Children need the opportunity to express themselves in a wide variety of ways, through drawing, painting, construction, dramatic play and more.

The emphasis on the emergent curriculum, community and cultural awareness and respect are just a few elements that makes this approach the ideal basis for the Oakleigh Grammar ELC Curriculum. It leads ideally into the principles of "The Leader in Me" program which is a fundamental aspect of the Junior School curriculum.



Our Values

Respect – We promote due regard for the feelings, wishes and rights of others.

Kindness – We promote the quality of being friendly, generous and considerate.

Humility – We promote the quality of having a modest or low view of one's importance.

Aspiration – We promote the notion of hope and ambition in all that we and others do.

Primary Purpose of the Role

Since 2019, Oakleigh Grammar Early Learning Centre has been delivering the Early Childhood Language Greek Bilingual Program, an initiative from the Victorian Department of Education. This program has recently been extended until December 2027.

The Early Childhood Language Program offers children across Victoria the opportunity to learn in a different language as part of their kindergarten program. In partnership with existing staff, the Early Childhood and Language Teacher is responsible for the delivery of the kindergarten program in another language.

The ELC Language Teacher works closely with staff to support aspects of the education program. The ELC language teacher receives dedicated time for planning to support program delivery.

Key Relationships

Internal

- Lead Teacher
- Early Childhood Educators
- Other educators, Oakleigh Grammar ELC Volunteers and Staff
- Parent Advisory Committee

External

- Learning Management Team
- Children
- Families
- Other Early Childhood Professionals
- Other Community Service Providers

Quality Educational Programs

The ELC Bilingual Teacher is responsible for:

- Efficiently delivering the language program on a day-to-day basis in collaboration with existing teaching staff and within the confines of budget and Oakleigh Grammar ELC policies.



- Supporting the planning, implementation and evaluation of the educational programs, particularly the language program, based on a sound knowledge of early childhood development and educational principles.
- Providing high quality inclusive programs which are based on recorded observations and interpretation of children's responses, needs and interests.
- Showing care, respect and commitment to confidentiality in all interactions with children, staff and families.
- Providing information for families about the language program through discussions, and contributing to displays, reports and newsletters.
- Using principles of best practice to provide an innovative and responsive program.
- Upholding consumer rights, privacy, confidentiality and informed consent.
- Respecting the diverse needs of all community groups and individuals to ensure that their needs are met in an inclusive and sensitive manner.
- Other duties as directed.

Quality and Risk

The ELC Bilingual Teacher is responsible for:

- Supporting the maintenance of all necessary records accurately and providing information as required by the Education and Care Services National Regulations (2010) (or the regulations relevant to the service you are employed) and Oakleigh Grammar ELC.
- Supporting the review and evaluation of the kindergarten program and professional practice, using expertise relating to the language program component.
- Participating in the Quality Improvement Plan.
- Participating in all organisation quality accreditation/assessment processes.

Health and Safety of Children

The ELC Bilingual Teacher is responsible for:

- Immediately raising the awareness of any concerns regarding the health, safety or wellbeing of a child.
- Providing a safe, and stimulating environment consistently, where all children, staff and families are protected from harm and hazard.
- Attending to the social, emotional, physical, educational and spiritual needs of children, on an individual and group basis.
- Demonstrating effective health and hygiene practices that meet legislative, policy and procedural requirements and support children to do the same.

Relationships and Collaboration

The ELC Bilingual Teacher is responsible for:

- Working collaboratively with colleagues, other members of the profession and others in the community who contribute to the child's educational or developmental progress and wellbeing, particularly in relation to the language program.



- Working cooperatively, ethically and respectfully with educators, parents, volunteers, students and other Oakleigh Grammar ELC staff to deliver high quality services for children and families.
- Supporting and maintaining the development of respectful and collaborative partnerships with children and their families, encouraging participation in the program where appropriate.
- Developing and forming contact with local community linkages and resources.
- Providing supervision and support to staff in accordance with Oakleigh Grammar ELC policies and procedures and in particular for the embedding of the language program into day to day practice.
- Attending meetings as required/directed.

Professional Knowledge

The ELC Bilingual Teacher is responsible for:

- Ensuring all practices comply with relevant Oakleigh Grammar ELC Policies and Procedures (including our Child Safe Environments Policy), as well as State and National Law and Regulations and the National Quality Standards.
- Attending and actively participating in professional development opportunities to maintain currency in skills and understandings of contemporary practice.
- Demonstrating an understanding of children's differing strengths and requirements from culturally diverse, vulnerable and disadvantaged perspectives.
- Contributing to the ongoing continuous improvement and development of the service through reflective practice and supporting the review of the service philosophy.

Kindergarten Teacher Duties

This position description should be read in conjunction with the below teacher duties statement as required.

Teaching duties

- Face to face teaching of children
- Routines
- Observations
- Supervision of other adults
- Maintenance of legal and health requirements

Non-teaching Duties

- Program Development which may consist of tasks such as:
 - program planning, individual records
 - evaluation of teaching program
- Program Support which may consist of tasks such as:
 - preparation of the learning environment including materials and equipment
 - parent education and discussion
 - immediate planning and evaluation of teaching tasks.



- Administration of the kindergarten program may consist of tasks such as:
 - dealing with visitors
 - ordering and purchasing program materials, supplies and equipment
 - data collection and reports
 - submissions
 - participation in a review of preschool quality assurance. e.g., Parent surveys, quality frameworks
 - arrangement of multi-use of centre
 - purchasing of non-program consumables
 - tasks related to the organisation of an excursion. e.g., Safe excursion checklist, notice to parents etc.

Personal Accountability

The ELC Bilingual Teacher is responsible for:

- Complying with Oakleigh Grammar ELC's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperating with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensuring appropriate use of resources.
- Working collaboratively with Oakleigh Grammar ELC employees and external stakeholders in accordance with Oakleigh Grammar values and professional standards of behaviour.
- Actively participating in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identifying opportunities to integrate and work collaboratively across teams.
- Taking reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promoting a positive safety culture by contributing to health and safety consultation and communication.
- Promptly responding to and reporting health and safety hazards, incidents and near misses to line management
- Completing mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.
- Maintaining confidentiality, professionalism and discretion at all times.
- Consistently evaluating and reflecting upon practice and the educational outcomes of children with a view to improve practice.
- Maintaining contemporary knowledge of educational theories and issues.
- Using principles of best practice to provide an innovative and responsive program.
- Sharing knowledge and expertise in teaching approaches and child development via strategies such as mentoring.
- Actively participating in discussions and encourage the involvement of parents and establish positive links with other service providers and community groups.



In addition to the above:

- Providing expert advice and support to the parents and the broader community in the development and delivery of Early Childhood Education.
- Being responsive to emerging trends and issues within early education, the service and the community.
- Taking a leading role in sharing knowledge of teaching approaches and child development to support peers and provide mentoring support for graduate teachers.
- Actively promoting and strengthening links with other relevant services.
- Actively pursuing opportunities to advocate on behalf of children and for the development and delivery of early childhood education by working collaboratively and effectively with appropriate groups in the broader community.

Qualifications and Skills

- Bachelor's Degree in Early Years Education or recognised equivalent
- Proficiency in both Greek and English languages.
- Experience working with children aged from 2 years to 4 years of age.
- Strong working knowledge and understanding of the developmental needs of children two to five years of age, including children with additional needs, with demonstrated experience in this age group.
- A recognised teaching qualification and current registration with the Victorian Institute of Teaching (VIT).
- Extensive knowledge of Child Protection and its implications for the care and protection of children.
- HLTAID 012 Child First Aid Course – First Aid in an Education and Care setting (includes Asthma training).
- Anaphylaxis and Asthma Management training as prescribed in the Education and Care Services National Law Act 2010.
- Current Victorian Driver's License (flexibility to work and travel between nearby kindergarten services may be required)

Experience

- Demonstrated understanding of quality frameworks and continuous quality improvement processes
- Demonstrated understanding and knowledge of early childhood development and education desirable
- Demonstrated understand of the Early years Learning and Development Frameworks and National Quality Framework
- Demonstrated ability to develop, document and implement a developmentally appropriate program for preschool children with parental involvement essential.



Core Selection Criteria

Values alignment

- Ability to demonstrate and authentically promote Oakleigh Grammar ELC's values.

Quality

- Demonstrated understanding of quality frameworks and continuous quality improvement processes
- Demonstrated commitment to continued professional development

Communication

- Provided evidence of excellent communication and interpersonal skills particularly in relation to children, parents, other staff and the wider community
- Demonstrated ability to ensure confidentiality of information at all times
- Demonstrated ability to relate positively to a large range of people from diverse backgrounds

Organisational Skills

- Demonstrated ability to use computers efficiently including Word and Outlook
- Demonstrated ability to plan, work and manage time effectively without direct supervision
- Demonstrated ability to develop creative solutions to issues that arise within the community or workplace using community development principles
- Demonstrated leadership and self-motivation skills

This Position Description is a guide only. The Principal may assign duties for this position at his discretion depending on the operational needs of the School.

Child Safe Standards

Oakleigh Grammar has a zero-tolerance approach to child abuse. The School must comply with the minimum standard for the care, safety and welfare of students as detailed in the child safe standards specified by Ministerial Order No. 1359.

Oakleigh Grammar is a Child Safe School and we are committed to ensuring a culture of child safety. We provide a safe environment for every child and student. All students have a right to feel safe and to be safe. We want our students to be secure, happy and empowered. We support and respect all children, from all cultural backgrounds and faiths.

Our School is committed to preventing child abuse and identifying risks early and removing and reducing these risks. This includes measures to actively maintain a safe school environment both during school hours and outside the school day.

All Oakleigh Grammar employees and volunteers have a legal and moral responsibility to respond to situations involving child abuse and neglect including mandatory reporting of abuse or suspected abuse.



In addition, Oakleigh Grammar is committed to the safety of children from culturally and/or linguistically diverse backgrounds, and to provide a safe environment for children with a disability.

We also have specific policies, procedures and training in place that support the Board of Management, Leadership Team, Teachers, Staff and Volunteers, to achieve this important outcome of a child safe school.

All staff employed by the School are required to:

- Show evidence of a current Victorian Institute of Teachers Registration (or Provisional Registration) or Working with Children Check, as required.
- Commit to the School's Staff Conduct and Professional Boundaries Policy and Mandatory Reporting Policy by way of reading and taking part in an on-line questionnaire each year.
- Take part in child safe school training each year including the on-line Mandatory Reporting e-Learning Module.

Mark Robertson

Principal

B Ed, M Ed St, AMACEL, MACE, AFAIM, MAICD

November 2023

