



## Details of Tasks and Targets

### **Kinma Teacher / Nominated Supervisor (Preschool) Position Description**

Kinma is a small parent managed independent school. It is governed by a Board consisting primarily of school parents. This body makes overall policy, educational, financial and staffing decisions. The Manager of Kinma is responsible for the day management of the School. Day to day governance decisions are delegated from the Board to the Manager.

### **The Teachers of Kinma must undertake the following activities:**

- Support the education of a quality program for all children, considering the group and individual needs and differences and co-create program with all staff. (Reg73-76)
- Demonstrate knowledge, competence and confidence in the education program delivered with children at the centre;
- Liaise with parents to build collaborative partnerships;
- Develop respectful relationships with children, colleagues, parents and the wider community;
- Liaison with NSW Department of Education and Training, ACEQA, and other education authorities;
- Implement EYLF and other relevant curriculum requirements;
- Differentiate tasks to provide for individual learning needs;
- Work closely with and receive guidance from the Education Co-ordinator (whole school), and
- General administration pertaining to the preschool
- Maintain proficiency under the NESR regulations

### **Key skills and experience\The teachers at Kinma must have:**

- A good understanding of progressive education (or working towards)
- Policy development skills
- Ability to use a variety of assessment and reporting strategies and styles appropriate to the individual need of a child
- Excellent people skills
- Patience and empathy
- Excellent communication skills, and
- Ability to use common IT programs and equipment (eg. word, worksheets, cloud base)



**Key skills and requirements \ The Nominated supervisor must: (National Law sec. 161)**

- Manage the day-to-day operation of the Preschool including rosters
- Educational programs are based on and delivered within an approved learning framework and theories
- Appropriate supervision of children, (sec 165-167)
- Safe entry and exit from Preschool including parental court order limitations
- Adequate health and hygiene practices are maintained (reg 77-79)
- Administration of medicines appropriately (reg 93-96)
- Staff ability to perform duties and not affected by any drugs or alcohol (Reg 83)
- Relaxation spaces and times available for all children
- Excursions are undertaken within accordance of National Regulations and a risk assessment is undertaken prior to any decisions being made (Reg 102)
- Notifying regulatory bodies of changes to roles within the Preschool (Reg 173 – 174)  
Note: this is a requirement of the Approved provider
- Keep up to date as far as possible with relevant legislative changes
- Ensure compliance with Preschool Policies and Procedures (Reg. 110)
- Ensure copies of the Regulations/Law, Enterprise Agreements and other relevant legislation is accessible for all staff AND FAMILIES.
- Monitors, supports all staff to contribute to the ongoing reflection and development of the Self-Assessment Tool QIP. Review and update as legislated.
- Report to the Manager of Kinma Limited
- Report to the Education Committee Kinma Limited



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Function	Activities	Expectations
1. Support and educate children	<ul style="list-style-type: none"> <li>- Respond to children's requirements</li> <li>- Plan a comprehensive learning program</li> <li>- Address students' varying intellectual, emotional, social and physical abilities</li> <li>- Identify individual learning needs</li> <li>- Report to Education Co-coordinator (whole school)</li> <li>- Implementation and understanding of Preschool policies</li> <li>- Respond to third parties about children's' issues in compliance with NSW Department of Education and Training, National Quality</li> </ul>	<ul style="list-style-type: none"> <li>- Children are welcomed and supported by teacher and this done through building of genuine relationship</li> <li>- Social Emotional Guidelines and procedures will be followed</li> <li>- Timely advice and support is available for all children and families</li> <li>- Educator Co-ordinator is well informed</li> <li>- Manager is well informed</li> </ul>
2. Human Resources Work	<ul style="list-style-type: none"> <li>- Staff development undertaken that is relevant and supportive to the betterment of the individual and the Pre-school</li> <li>- Staff rosters</li> <li>- Dispute resolution -be familiar with and act in accordance with school policies</li> <li>- Reports to staff meetings</li> <li>- Reports to Education Committee</li> </ul>	<ul style="list-style-type: none"> <li>- Staff development is undertaken and shared with all colleagues</li> <li>- Legal ratios are met at all times</li> <li>- Staff are working as a cohesive team</li> <li>- Staff appraisal are undertaken regularly</li> <li>- Staff are aware of their rights and responsibilities</li> </ul>
3. Liaison with Education Authorities	<ul style="list-style-type: none"> <li>- Maintain accurate and appropriate written documentation in regards to child progress and as required under legislative frameworks</li> <li>- Develop and provide data for Kinma management and as defined by Law</li> </ul>	<ul style="list-style-type: none"> <li>- Information is accurate and timely as required by external agencies</li> <li>- The Manager is kept informed</li> </ul>
4. Recruiting new families	<ul style="list-style-type: none"> <li>- Greet visitors</li> <li>- Provide information</li> <li>- Introduce to teachers and school community</li> </ul>	<ul style="list-style-type: none"> <li>- All visitors are made welcome</li> <li>- New families understand Kinma</li> <li>- New students join the school</li> </ul>
5. Parent Liaison	<ul style="list-style-type: none"> <li>- Receive and respond to complements and complaints</li> <li>- Resolve day to day challenges</li> <li>- Report to Education Co-ordinator / Manager</li> </ul>	<ul style="list-style-type: none"> <li>- All families feel welcome and supported by staff</li> <li>- complaints and concerns will be considered and action taken in accordance with policy</li> <li>- Manager will know the facts and get good advice</li> </ul>
6. Communication	<ul style="list-style-type: none"> <li>- Get fortnightly newsletter out</li> <li>- Parent meetings and community gatherings</li> <li>- Staff meetings</li> <li>- Prof. development</li> <li>- Maintain positive working relationships</li> <li>- Review all mail in a timely fashion</li> <li>- Emails checked within a 24-hr. period</li> </ul>	<ul style="list-style-type: none"> <li>- Meetings with parents are timely</li> <li>- Accurate, informative newsletter out on time</li> <li>- Correspondence and calls answered in a timely manner</li> </ul>
7. Legislative Requirements	<ul style="list-style-type: none"> <li>- Overseeing all legislative requirements</li> </ul>	<ul style="list-style-type: none"> <li>- Legislative framework is met</li> </ul>

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7. Other duties	Day to day incident management	
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