



Covenant College

Operated by: Geelong Christian Education Association

Early Childhood Teacher JOB DESCRIPTION

EMPLOYMENT TYPE:	On-going
FTE:	0.6 – Full-Time (<i>hours to be negotiated based on successful applicant</i>)
COMMENCEMENT DATE:	January 2026
REPORTING TO:	Direct: Kindergarten Director Indirect: Principal
LOCATION:	Covenant College, 105 Creamery Road, Bell Post Hill (Geelong)
AWARD:	Educational Services (Teachers) Award 2020 <i>*above Award wages apply</i>

INTRODUCTION

Founded in 1979, Covenant College is dedicated to providing genuine Christian education, serving students from Kindergarten through to VCE. The College is located on one campus within the growing suburb of Bell Post Hill in Geelong. With a team of approximately 200 dedicated staff members, we cater to a community of 710 students across the school and an additional 80 children in our Kindergarten program.

The success of the College is only effective if our activities are grounded in Christ (God) and His Word and therefore we strive to operate from the Biblical Basis and Mandate Policy of which all applicants are encouraged to read (available on our website).

VISION

Covenant College strives to be a vibrant Christ-Centred community where parents and staff serve in partnership to nurture in each child a passion for learning and an uncompromising desire to live according to God's word.

OUR VALUES

- *Christ Centredness*
- *Partnership*
- *Discipleship*
- *Community*

Covenant College seeks to be a leading provider in Christian Education and aims to see the following achieved:

- An integration of Christian faith and character in all student learning;
- Excellence in Christian education from a Christian Biblical worldview;
- A Christian education community where every person is valued and nurtured in their faith and healthy relationships are promoted;
- A culture where the protection of children is embedded and fostered by the whole school community;
- Enhanced partnerships between parents, students and staff, strengthening the teaching and learning process;
- The provision of high-quality facilities and resources;
- The effective stewardship of assets, both human and physical;
- Students equipped for service and citizenship as an expression of their Christian faith;
- Students achieving personal excellence in academic, social, physical, cultural and spiritual outcomes;
- A culture of continued improvement, professional development and pastoral support among staff and the school community;

- Effective communication with parents and the wider community.

POSITION PURPOSE

The primary purpose of the Early Childhood Teacher is to work with the Kindergarten Director to provide and contribute to a high-quality Kindergarten program that enriches educational and developmental outcomes considering the individual needs of each child.

ESSENTIAL ATTRIBUTES

As a Covenant College staff member, it is expected you:

- Are a committed Christian/practising member of an evangelical/reformed church
- Display a firm commitment to a Christian Worldview and the outworking of that within the College setting
- Model a lifestyle that reflects Christian practice and beliefs in your everyday work
- Understand, model, uphold and support the ethos of the College and its Core Values
- Possess outstanding written, oral communication and organisational skills
- Possess highly developed interpersonal skills
- Are willing to be a productive member of our team and to work collegially with the other members of the community
- Have well-developed ICT skills
- Demonstrate the ability to work collaboratively
- Be professional in presentation and attitude

TYPICAL DUTIES / KEY RESPONSIBILITIES

Christian Ethos / Perspective

- Reflect the example of Jesus Christ to students and the wider College community and undertake your tasks in a way that honours Him
- Be willing to share the Gospel and your personal testimony with the college community
- Participate in the devotional life of the college, including attending and contributing to staff devotions as required
- Lead prayer for your team, students or any members of the college community as needed

Teaching

- Plan and implement a program that is responsive to the developmental needs and interests of children, in alignment with the principles and outcomes of the Victorian Early Years Learning and Development Framework (VEYLDF) and the Quality Areas outlined in the National Quality Standard (NQS).
- Plan for and support inclusivity and participation of children with extra needs in the daily program
- To work as a member of a co-operative team to provide an appropriate educational program for the children within your care
- To work in accordance with the legislative requirements of the Victorian State Government Department of Education, the Australian Children's Education & Care Quality Authority (ACECQA) and any other relevant organisations.
- To be aware of, and assist in the implementation of the policies of the Kindergarten
- Provide a healthy, safe and welcoming environment for children and families
- Communicate positively and respectfully with children, families and colleagues
- Work collaboratively with other professionals including, allied health services, inclusion support assistants, and intervention specialists
- Establish relationships and develop positive interactions with children, families and educators
- Display a commitment to the on-going learning and development as a professional Educator
- Undertake basic duties including, first aid, food preparation, cleaning etc as required

- Ensure all information provided to you via parent and staff conversations and phone calls are passed on to the appropriate persons in a confidential and respectful manner
- Implement the daily routines as planned in conjunction with the Kindergarten Director and other Kindergarten staff
- Provide a range of play-based activities that encourage learning and development
- Consider each child's wellbeing and attend to the physical and emotional needs of all children
- Maintain cleanliness and tidiness of the centre
- Attend fortnightly team meetings as required
- Encourage children to question, explore and be aware of their world

*Any other duties as required by the Kindergarten Director

KEY REQUIREMENTS:

- Adherence to College policies and procedures
- Completion of Child Safe training
- First Aid Qualifications (HLTAID011)

QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential

- Bachelor of Education (Early Childhood) or equivalent ACECQA approved qualification.
- Current Early Childhood Educator registration

Desirable

- Experience in a Christian education setting

OH&S

All Covenant College employees are responsible for:

- Participating in relevant health and safety training based on roles and responsibilities (Contractors to provide evidence of prior relevant training).
- Participating in the development and implementation of specific OHS risk management strategies as appropriate.
- Understanding and complying with all OHS legislation and regulations relevant to their activities at the school or workplace.
- Taking reasonable care for the health, safety and wellbeing of themselves and others who may be affected by their actions.
- Cooperating with any directions and procedures required to ensure their own health, safety and wellbeing as well as the health, safety and wellbeing of others.
- Reporting all injuries, illness or 'near misses' to the Workplace Manager through the CompliSpace Incident Reporting platform.

CHILD SAFETY

The College has a zero tolerance of child abuse.

This position is responsible for taking all practical measures to ensuring that Covenant College's Child Protection Program is implemented and upheld. This position contributes to a strong child protection culture within the College.

We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

For more information, please refer to the Covenant College website.

** It should be noted that, while detailed, this job description is not exhaustive and the Principal/Director may at their discretion vary the responsibilities of according to the operational requirements of the College.*

ENQUIRY AND APPLICATION DETAILS

Enquiries can be directed to Carolyn Stones via the College office on 03 5278 5122.

All applications to be submitted to Acting Principal, Mr. Jason Riding and the Kindergarten Director, Mrs. Tracey Mayes via email to: hr@covenant.vic.edu.au and should include:

- Covenant College Employment Application – Teaching Staff form (found on our website)
- Cover Letter
- Curriculum Vitae

Applications accepted until 9am Wednesday, 17th September 2025.