



# Covenant College

CHRIST CENTREDNESS • PARTNERSHIP • DISCIPLESHIP • COMMUNITY

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## Kindergarten Teacher Role Description

### 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.

### 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 740 students across the school and an additional 100 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).

### POSITION PURPOSE

The primary purpose of the Kindergarten 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.

<b>Role</b>	Kindergarten Teacher
<b>Reports to</b>	Principal, Assistant Principal via the Kindergarten Director

## STATEMENT OF 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
- Pray with and for your team, students or any members of the college community as needed

#### Kindergarten Teacher

- Deliver pre-planned educational, play-based programs aligned with National Quality Standards (NQS)
- Support inclusivity and participation of children with extra needs in the daily program
- Work as a co-operative member of the Kindergarten team to deliver an appropriate educational program for the children within your care
- 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
- 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 as necessary
- Establish relationships and develop positive interactions with children, families and educators
- Display a commitment to student 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

	<ul style="list-style-type: none"> <li>Encourage children to question, explore and be aware of their world</li> </ul> <p>*Any other duties as required by the Kindergarten Director or Principal</p>
<b>General</b>	<ul style="list-style-type: none"> <li>Attend relevant staff meetings as needed</li> </ul>
<b>Key Relationships</b>	<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>Principal</li> <li>Assistant Principal</li> <li>Kindergarten Director</li> <li>Kindergarten staff</li> <li>Administration staff</li> <li>Properties and maintenance staff</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>Parents and guardians</li> </ul>
<b>Risk and Occupational Health and Safety</b>	<p>All Covenant College employees are responsible for:</p> <ul style="list-style-type: none"> <li>Participating in relevant health and safety training based on roles and responsibilities.</li> <li>Participating in the development and implementation of specific OHS risk management strategies as appropriate.</li> <li>Understanding and complying with all OHS legislation and regulations relevant to their activities at the school or workplace.</li> <li>Taking reasonable care for the health, safety and wellbeing of themselves and others who may be affected by their actions.</li> <li>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.</li> <li>Reporting all injuries, illness or 'near misses' through the Incident Reporting platform.</li> </ul>
<b>Child Safety</b>	<p>The College has a zero tolerance of child abuse.</p> <p>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.</p> <p>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.</p>

**PERSON SPECIFICATIONS**

<p><b>Commitment to College values and ethos</b></p>	<p>As a Covenant College staff member, it is expected you:</p> <ul style="list-style-type: none"> <li>• Understand, model, uphold and support the ethos of the College and its core values</li> <li>• Be professional in presentation and attitude</li> </ul>
<p><b>Knowledge, Skills and Experience</b></p>	<ul style="list-style-type: none"> <li>• Strong understanding of the Early Years Learning Framework (EYLF) and child development theories.</li> <li>• Familiarity with child protection legislation, mandatory reporting requirements, and safety protocols.</li> <li>• Strong classroom management and behaviour-guidance skills, using positive, respectful and nurturing approaches.</li> <li>• Experience supporting children with additional needs and collaborating with families and specialists</li> <li>• Demonstrate the ability to work collaboratively</li> <li>• Excellent communication skills with young children, parents, and colleagues.</li> <li>• Ability to be a productive member of our team and to work collegially with the other members of the community</li> <li>• Ability to maintain accurate student records, portfolios, attendance and compliance documentation.</li> </ul>
<p><b>Qualifications (Essential)</b></p>	<ul style="list-style-type: none"> <li>• Bachelor of Education (Early Childhood) or equivalent ACECQA approved qualification.</li> <li>• HLTAID011 Provide First Aid</li> <li>• HLTAID009 Provide CPR</li> <li>• 22702VIC Management of Asthma Risks &amp; Emergencies</li> <li>• 22578VIC First Aid Management of Anaphylaxis</li> </ul>
<p><b>Other requirements</b></p>	<ul style="list-style-type: none"> <li>• Current Victorian Institute of Teaching (VIT) registration</li> <li>• Australian citizenship or permanent residency or hold a visa with appropriate working rights.</li> <li>• Adherence to Covenant College Child Safe Program</li> <li>• Adherence to Covenant College policies and procedures</li> <li>• Adherence to Kindergarten philosophy and commitment to Child Safety Statement</li> </ul>
<p><b>Personal Attributes</b></p>	<ul style="list-style-type: none"> <li>• Effective communication with staff, students and parents, demonstrating care and empathy</li> <li>• Possess a strong work ethic</li> <li>• Understanding and willingness to support the purpose, vision and values of the College</li> <li>• Receptive to new ideas, innovative practices and adaptable to change</li> <li>• Adaptable and flexible, able to respond to the dynamic needs of a kindergarten environment</li> <li>• Creative and enthusiastic, with the ability to design engaging play-based learning experiences</li> <li>• Professional, reliable, and committed to continuous improvement</li> <li>• Strong sense of responsibility for child safety, wellbeing, and duty of care</li> </ul>

**INHERENT REQUIREMENTS**

<p><b>Christian Ethos requirements</b></p>	<p>As a Covenant College staff member, it is expected you:</p> <ul style="list-style-type: none"> <li>• Are a committed Christian/practising member of an evangelical/reformed church</li> <li>• Display a firm commitment to a Christian Worldview and the outworking of that within the College setting</li> <li>• Model a lifestyle that reflects Christian practice and beliefs in your everyday work</li> </ul>
<p><b>Physical Demands</b></p>	<ol style="list-style-type: none"> <li>1. <b>Frequent standing, walking, bending and kneeling</b> Engaging with young children at their level, supporting activities on the floor, and moving around the classroom and playground.</li> <li>2. <b>Ability to lift, carry, and move classroom resources</b> Includes lifting items such as learning materials, outdoor equipment, or small furniture (typically up to 10–15 kg).</li> <li>3. <b>Fine motor coordination</b> Required for demonstrating craft activities, using teaching tools, writing reports, and supporting children’s fine-motor skill development.</li> <li>4. <b>Visual and auditory attentiveness</b> Constant monitoring of children for safety, guiding behaviour, and responding quickly to environmental cues.</li> <li>5. <b>Stamina for an active, dynamic environment</b> Working in a busy classroom with continuous interaction, noise, transitions, and outdoor supervision.</li> </ol>
<p><b>Cognitive Demands</b></p>	<ol style="list-style-type: none"> <li>1. <b>High level of attention, observation, and situational awareness</b> Continually assessing children’s needs, behaviour, wellbeing, and safety.</li> <li>2. <b>Planning, organising, and problem-solving skills</b> Managing routines, adapting activities, and making quick decisions in response to changing situations.</li> <li>3. <b>Strong verbal communication and language skills</b> Explaining concepts at a child-friendly level, engaging families, and collaborating with colleagues.</li> <li>4. <b>Ability to multitask and manage competing priorities</b> Balancing supervision, curriculum delivery, documentation, and relationship-building simultaneously.</li> <li>5. <b>Emotional regulation and resilience</b> Remaining calm, patient, and consistent while guiding children’s behaviour, managing conflicts, and supporting emotional development.</li> </ol>

<b>Contract and conditions</b>	<b>Employment:</b> Casual  <b>Industrial instrument:</b> Educational Services (Teachers) Award 2020
<b>Date</b>	April 2026