

Position Description

This position description is available in large print and other accessible formats upon request.

Position Title	Early Childhood Teacher
Directorate / Service / Program	Meli Kindergartens
Reports to	Kindergarten Programs Advisor
Location	Various locations
Classification	Victorian Early Childhood Teachers and Educators Agreement (VECTEA) level 1.1 to 3.6 depending on experience.
Date Revised	May 2025

About Us

We are Meli, inspired by the word Meliorism. The belief that the world can be made better through human effort.

Meli is a Victorian not-for-profit organisation, offering a unique combination of services to support members of our community throughout their lifetime, from early childhood through to adolescence and adulthood.

Everyone faces challenges occasionally, and Meli is here to lend compassionate help, and to take a preventative and early response approach – no matter how big or small a problem.

Our Purpose: Supporting people, strengthening communities.

Our Vision: A fair, safe and inclusive community where everyone can thrive.

Our Values: Build Connection, Show Courage, Inspire Action, Celebrate Difference, Be Dynamic.

To learn more about Meli please visit our website www.meli.org.au

Position Overview

The Early Childhood Teacher is responsible for the development and implementation of high quality, innovative and inclusive early childhood education programs. The Early Childhood Teacher develops, implements, evaluates and documents compliant, safe and developmentally appropriate education programs for each child. This position ensures kindergarten operations comply with relevant legislation, regulations, policy and procedure including appropriate supervision of children. The Early Childhood Teacher provides supervision and direction of the kindergarten team, including employees, parent helpers and students on placement. The position provides leadership in pedagogical development and directly contributes to a positive and professional organisational culture.

Key Accountabilities

Duties of this position may include, but are not limited to the following:

- Plan, implement and evaluate high quality kindergarten programs that are compliant with the Education and Care Services (ECEC) National Regulations, the Victorian Early Years Learning Framework, the ECEC National Quality Standards and DE Kindergarten Funding Guide.
- Act as the Nominated Supervisor/Responsible Person when required by the Approved Provider and provide clear instruction and leadership to the educational team.
- Provide orientation, guidance and leadership to early childhood educators, students on placement and parent helpers.
- Always ensure appropriate supervision of children.
- Identify, respond and report concerns regarding child safety and wellbeing.
- Ensure buildings and grounds comply with OH&S, DE, and Meli requirements.
- Develop appropriate and meaningful relationships with children and families and provide information to families regarding child development, kindergarten programs, and support services.
- Participate, promote and demonstrate effective and positive communication across the Meli and with external agencies.
- Undertake daily, weekly, monthly, and annual audits associated with the delivery of an early childhood education program. This includes undertaking evacuation, emergency management and lockdown drills as required.
- As part of the Educator Team, ensure general cleanliness, set up and pack up of equipment and activities.
- Supported by People and Culture, actively participate in employee related processes as required.
- Adhere to Meli policies and procedures.
- Ensure records are maintained to meet business, regulatory and legal requirements.

Organisational Accountabilities:

- Other reasonable duties as directed
- Apply Meli's quality and risk management frameworks.
- Understand and comply with the standards of a child safe organisation in both practice and culture.
- Active involvement in professional development to build knowledge and skills.
- Make decisions following the values, and the relevant standards, practices, policies, procedures, regulations, industrial instruments and legislation.

Qualifications, Skills, and Experience

- Bachelor of Early Childhood Education (or equivalent as approved by ACECQA and suitable pursuant to the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011.) Including current registration with the Victorian Institute of Teaching (VIT).
- Knowledge of the National Education and Care Services Act and Regulations 2011 and the Victorian Early Years Learning Framework and ECEC National Quality Framework and Standards.

- Experience in the development and delivery of high-quality early years education programs.
- High level interpersonal and communication skills.
- Demonstrated ability to lead, mentor and develop team members and oversee the delivery of the kindergarten program.

Other requirements of the role

All employees must undergo and maintain a range of satisfactory checks as a condition of employment. These include:

- Working with Children Check
- National Coordinated Criminal History Check (NCCHC)
- International Police Check (if required)
- Have the right to work in Australia

Key Stakeholders

- Meli employees
- Children and Families
- Department of Education (DE)
- Gateways Additional Assistants & Allied Health Professionals

Physical requirements & Environmental Conditions of the role

Meli is committed to creating inclusive spaces that are accessible for everyone by reducing and/or removing barriers through reasonable adjustments.

The following table shows the physical and psychological work environment characteristics that have been identified as part of this role. Where possible, Meli will make reasonable adjustments to support individuals to succeed in their roles.

Required Activities / Working Environment	Frequency
Computer based tasks, sedentary position, office based	Sometimes
Repetitive manual tasks	Often
Working in buildings which may have stairs <i>(Reasonable adjustments can be made)</i>	Rarely
Driving, in & out of vehicles <i>(If driving is required, must hold current Victorian Driver Licence)</i>	Rarely
Bending, lifting, pushing, pulling	Often
Working alone or at a co-located site	Sometimes
Confrontational/confronting situations	Sometimes

(Due to the nature of our work, there may be times when staff are exposed to content, behaviour, language and/or situations that can be confronting)	
Working outside in differing weather conditions	Often
Working on-call and/or after hours	N/A
Attending external locations including client homes	N/A

INCLUSION STATEMENT

Meli is committed to being a place where everyone has a sense of belonging.

We embrace the unique perspectives and experience of our people and our community, and their voice is at the heart of our values and decision making.

We aim to be courageous as we learn, grow, and evolve as an accessible, inclusive and safe organisation for people of all identities.

We are working to create a team of people who reflect the diverse community we support. Aboriginal and Torres Strait Islander, LGBTQIA+, culturally diverse people, those living with a disability, and those looking to return to the workforce following a break in their career, are encouraged to apply for our roles.

Child Safety Statement

Meli is committed to child safety in every aspect of the organisation. We take deliberate steps to protect children from physical, sexual, emotional, and psychological abuse and neglect. Our organisation fosters openness to create a culture in which everyone – staff, parents, carers, and children – feel confident, enabled, and supported to safely disclose child safety or wellbeing concerns.

We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities. We are committed to the cultural safety of all children and young people. This includes providing a safe environment for children and young people with a disability, who are Aboriginal and Torres Strait Islander, from culturally and/or linguistically diverse backgrounds or who identify as LGBTI+.

Meli's policies and practices promote the safety and wellbeing of children and establish an effective, consistent approach to prevent, respond to and encourage the reporting of allegations of child abuse and harm.

All children, their families and carers should feel welcome at Meli, including feeling able to express their identity and raise concerns about their own or others' safety.

Note: The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.