

## Job Description - Playgroup Teacher

### Job Purpose

To prepare younger children for formal education in a high quality teaching and learning environment based upon Biblical World View principles that facilitate whole child development. The Playgroup Teacher will be responsible for the day to day running of the playgroup sessions to ensure safe, stimulating play and to provide for the needs of the whole child.

### Responsible To

The position holder reports directly to the Principal (or delegate) who reports directly to the Executive Director of Generations Christian Education.

### Key Duties

#### Responsibilities:

- To deliver playgroup programs for early learners.
- To prepare lesson materials and rooms for playgroup activities.
- To establish productive working relationships with children and acting as a role model.
- To provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.
- To organise and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, and storytelling.
- To encourage all children to interact and work cooperatively with others and engage all children in activities.
- To select, store, order, issue and inventory play room equipment, materials and supplies.
- To maintain activities, play environment and equipment to ensure the safety of attending children.
- To provide positive guidance to help children develop self-control.
- To take time to listen and respond to children and encourage them to develop.
- To communicate clearly and effectively in a manner that children understand.
- To establish constructive relationships with parents/carers, exchanging information.

### Assessment & Reporting:

- To observe and evaluate children's performance, behaviour, social development and physical health.
- To administer tests to help determine children's developmental levels, needs, and potential.
- To assess and report students' progress on a regular basis.
- To communicate with parents providing regular and proactive updates and information about their child's progress and participation in the playgroup sessions.

**Community:**

- To be a positive representative in the community that encourages them to support the Vision and Mission of the school.

**Administration:**

- To ensure that play room administrative duties are carried out promptly and thoroughly such as distribution of letters and information to parents, collection and processing of moneys and forms, submission of internal forms.
- To provide ad-hoc administration support to the school office if required.

**Risk Management:**

- To monitor students and the environment for safety and security. Identifying areas of risk and working with the Principal and other staff to improve safety and security for all people and property.

**Other:**

- To perform other ad hoc duties as required.