



# POSITION DESCRIPTION

## COLLEGE VISION:

In Christ, partnering with families in providing excellent academics and practical education, preparing students to act justly, love mercy and work humbly before God.



## **POSITION TITLE: Director – Preschool (part-time)**

EMPLOYMENT CLASSIFICATION:	Pre-School/Childcare Services
REPORTS TO:	Business Manager Principal
POSITIONS REPORTING TO THIS ROLE:	Preschool Staff
AGREEMENT/AWARD:	General Staff Multi-Enterprise Agreement 2024
COMMENCEMENT LEVEL:	Level 8 Step 1 – Pre-School/Childcare Services

### **THE COLLEGE**

Wagga Wagga Christian College Preschool is seeking a Christian Director for a part time position.

The Preschool at WWCC is licensed for 40 students. Currently, there are two classrooms catering for 3- 5-year-olds. The service is open 40 weeks per year. The wider College has a P-12 enrolment of around 580 students. The preschool and primary sections of the college operate within a well-established Reggio Emilia philosophy of education, and the preschool is currently rated as meeting the National Quality Standards. The Director of Preschool reports to the Principal. The College is governed by a Board of Directors and is associated with Christian Education National.

### **THE ROLE**

Wagga Wagga Christian College Preschool is seeking an experienced Director with the ability to lead and manage staff across the preschool; and to deliver excellent educational services to children and families.

#### ***Responsibilities:***

- Daily management/oversight of the preschool services, including staffing, enrolments and waitlists, with administrative support
- Oversight of financial management of the preschool

- Oversight of program development and monitoring, withing EYLF, and incorporating the College's Christian worldview
- Build positive relationships with parents, community, staff and students
- Work collaboratively with Primary staff to ensure smooth transitions from Preschool to Kindergarten
- Ensure compliance with ACEQA laws and regulations, NQS, and EYLF
- Ensure a safe and supportive environment for staff, children and parents
- Work with other members of the College's Executive team to build consistency across the school

**Selection Criteria:**

- An active Christian faith in line with the College's Statement of Faith, and current involvement in a church community
- Appropriate qualifications to teach in an early childhood setting
- Opportunity for teaching load staffing dependant
- Demonstrated ability to lead staff, communicate effectively with stakeholders, and engage meaningfully with children
- Experience as a director/educational leader in an early childhood setting;
- Knowledge of, and ability to lead staff in implementation of, the Child Safe Standards
- Demonstrated expertise in the Early Years Learning Framework, National Quality Standards, and ACEQA regulations
- Hold current First Aid certification
- Be up to date with ACEQA-approved Child Protection Training
- Possess a current NSW Working With Children Check
- Possess current proficient teacher accreditation in NSW
- Have the legal right to work in Australia
- Oversight of preschool booking and billing functions
- Experience with OWNA would be an advantage

**To Apply:**

To apply for this position, please submit the application form.

Applications should be addressed to the College's HR Officer, Melissa Hubbard and emailed to [m.hubbard@wwcc.nsw.edu.au](mailto:m.hubbard@wwcc.nsw.edu.au).

**Applications for this position will close on Sunday 22 December 2024.**

This Position Description details the Role and other duties may be assigned and will reflect the skill and experience level of the individual.

I have read and understood the above Position Description.

Signed \_\_\_\_\_

Dated \_\_\_\_/\_\_\_\_/\_\_\_\_