



WAGGA WAGGA
CHRISTIAN COLLEGE
FORWARD IN FAITH

POSITION DESCRIPTION

COLLEGE VISION:

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



POSITION TITLE: Preschool Educator (casual)

EMPLOYMENT CLASSIFICATION:

Pre-School/Childcare Services

REPORTS TO:

Preschool Director
(Note: All positions are ultimately accountable to the Principal)

POSITIONS REPORTING TO THIS ROLE:

Nil

AGREEMENT/AWARD:

Christian Schools NSW (Support & Operational) Multi Enterprise Agreement 2023

COMMENCEMENT LEVEL:

Level 4 Step 1 – Pre-School/Childcare Services

THE ROLE

Wagga Wagga Christian College is seeking a passionate and dedicated Christian Early Childhood Educator for a casual position. The Preschool currently has 40 places, over two rooms, catering for 3 to 5 year-olds.

The role of an Early Childhood Education & Care is to assist in providing high quality preschool education and care program which meets the expectations of the Regulatory Bodies, Approved Provider, families and children.

This position will provide supervision, care & activities and education to children attending the program. It will also work within the Preschool's philosophy, including a strong Christian ethos, the requirements of the National Quality Framework (NQF), and the Early Years Learning Framework. You will work alongside other educators, together within a team environment.

Core Requirements:

The Preschool Educator must demonstrate that at a minimum they:

- Are a committed Christian, who supports the College's Statement of Faith
- Have an active commitment to a bible-based church
- Have a current Working With Children Check
- Have a Certificate III or higher in Early Childhood Education & Care
- Completion of mandatory National Child Safety Training
- First Aid qualified (this role requires completion of a current first aid certificate)
- Conduct themselves in a manner in keeping with the College Code of Conduct, modelling Christian maturity to the College community
- Have an effective understanding of the National Quality Framework, Early Years Learning Framework and national regulations relating to Early Childhood Education

It will be highly desirable to possess or be willing to work towards Diploma in Early Childhood Education & Care

Responsibilities:

- Ensure a safe, caring and stimulating environment exists for all children and that the health and wellbeing of each child is a priority
- Actively supervise and engage with children during the implementation of the program
- Administer first aid to children when required
- Assist with the development of a program that reflects children's needs and meets the requirements of the Wagga Wagga Christian Preschool and is based on the Early Years Learning Framework
- Greet parents and be available to discuss the child's experience within the program
- Participate in meetings and liaise with other College staff to support children's personal issues such as friendship and peer groups
- Develop and maintain positive and productive working relationships with staff and families
- Assist in ensuring that the Preschool buildings, grounds and equipment are maintained to a high standard of safety, cleanliness and repair
- Assist with the planning and implementation of an appropriate developmentally based programs for Preschool children
- Assist in reporting any service developments, difficulties and opportunities
- Assist in maintaining accurate records in accordance with legislative requirements and Preschool policy and procedures
- Contribute to the development of the Quality Improvement Plan (QIP)
- Ensure confidentiality is maintained at all times
- Contribute to and assist in documenting observations and evaluations of the program
- Participate in professional development opportunities and keep up-to-date with current industry trends
- Report unsafe work practices, incidents, hazards and near misses as per the guidelines in the [Work Health and Safety Act 2011](#)

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.

Applications for this position will close on Sunday 19 April 2026.

I have read and understood the above Position Description.

Signed _____

Dated ____/____/____