



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:

Early Childhood Education & Care (Traineeship)

EMPLOYMENT CLASSIFICATION:

Pre-School/Childcare Services

REPORTS TO:

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

POSITIONS REPORTING TO THIS ROLE:

Nil

AGREEMENT/AWARD:

General Staff Multi-Enterprise Agreement 2020-2023

COMMENCEMENT LEVEL:

Level 2 Step 1 – Pre-School/Childcare Services

THE COLLEGE

Wagga Wagga Christian College is seeking a passionate and dedicated Christian to undertake a Traineeship in Early Childhood Education & Care at the College Preschool for a fulltime position commencing in Term 1, 2024.

The wider College has a P-12 enrolment of around 620 students. The primary section of the College operates within a well-established Reggio Emilia philosophy of education using a self-guided curriculum.

The College is governed by a Board of Directors and is associated with Christian Education National.

THE ROLE

The role of an Early Childhood Education & Care Trainee 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 care, activities and educational elements to children attending the program. It will also work within the College's ethos and the requirements of the National Quality Framework (NQF) – Early Years Learning Framework and My Time, Our Place: Framework for School age care. You will work alongside other educators, together within a team environment, while gaining exposure to children of all age groups. While gaining the experience required, you will be studying your Certificate III 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 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 College 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 & OOSH
- Assist in reporting any service developments, difficulties and opportunities
- Assist in maintaining accurate records in accordance with legislative requirements and College 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](#)

Selection Criteria:

- An active Christian faith in line with the College's Statement of Faith, and current involvement in a church community
- Undertake Cert III Early Childhood Education & Care Course
- Possess a current NSW Working With Children Check
- Childcare First Aid qualified (this role requires completion of a current first aid certificate) or willingness to undertake this.
- Have the legal right to work in Australia

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 Friday 24 November 2023.

This Position Description details the Key Result Areas. 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 ____/____/____