



WAGGA WAGGA  
CHRISTIAN COLLEGE  
FORWARD IN FAITH

## 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: Early Childhood Teacher (full-time or part-time)**

EMPLOYMENT CLASSIFICATION:

Pre-School/Childcare Services

REPORTS TO:

Nominated Supervisor  
(Note: All positions are ultimately accountable to the Principal)

POSITIONS REPORTING TO THIS ROLE:

Preschool Educators

AGREEMENT/AWARD:

Teaching staff Multi-Enterprise Agreement 2021-2023

COMMENCEMENT LEVEL:

Step 5 -Teaching staff MEA 2021-2023

### **THE COLLEGE**

Wagga Wagga Christian College is seeking a Christian Early Childhood Teacher for a fulltime position commencing in Term 1, 2024.

The Preschool currently has 40 places catering for 3- and 5-year-olds, as well as an out of school hours program with 80 students per day. The service is open 49 weeks per year.

The wider College has a P-12 enrolment of around 620 students. The preschool and primary sections of the college operate within a well-established Reggio Emilia philosophy of education, and the service is currently rated as meeting the National Quality Standards.

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

### **THE ROLE**

The role of Early Childhood Teacher is to be responsible for the educational and social development of children between the ages of 3 and 5. They will use a variety of educational methods including dance, art, music, storytelling, and games that will help a child develop vocabulary, learn social skills and grasp a variety of educational and behavioural concepts. The position is also required to work within the College's ethos and the requirements of the National Quality Standards and the Early Years Learning Framework.

**Responsibilities:**

- Understanding the needs and recreational interests for children aged between 3 - 5 years including those with additional needs
- Implement strategies to manage children's behaviour ensuring adherence to the service policy and procedures
- Actively supervise the children to ensure a safe, caring and stimulating environment exists for all children and ensure the health and wellbeing of each child
- Administer first aid to children when required within the policy guidelines
- Demonstrated personal time management and sound judgement to refer non-routine issues to the Director/Nominated Supervisor and report adverse outcomes
- Demonstrated effective interpersonal and communication skills
- Experience in program development, planning, observations, and evaluations
- Create and implement an appropriate developmentally based curriculum that meets the requirements of the Wagga Wagga Christian College which links to Early Years Learning Framework
- Actively engage in a supportive positive manner with children and educators during the implementation of the curriculum
- Fulfil curriculum outcomes to ensure children are ready to progress to school
- Maintaining accurate records in relation to programming and curriculum outcomes in accordance with legislative requirements and College policy and procedures
- Ability to lead a team to deliver quality education and care program
- Ability to work cooperatively and flexibly within the team environment
- Assist other team members and College staff as required and appropriate
- Promote and support family involvement in the service
- Willingness to listen as well as coach, mentor and reflect alongside the team
- Care for each student as God's unique creation and show commitment to develop the whole child
- Participate in meetings and liaise with other childhood professionals to support children's learning
- Ensure confidentiality is maintained at all times
- Contribute to the development of the Quality Improvement Plan (QIP)
- All employees are required to co-operate with the WHS Policy and Programs to ensure their own health and safety and the health and safety of others in the workplace
- Report unsafe work practices, incidents, hazards and near misses as per the guidelines in the [Work Health and Safety Act 2011](#)
- Participate in emergency and evacuation procedures as directed by the Nominated Supervisor

**Selection Criteria:**

- An active Christian faith in line with the College's Statement of Faith, and current involvement in a church community
- An appropriate and recognised "Early Childhood" education degree
- Meet NESA Teacher Accreditation Requirements
- Possess a current NSW Working With Children Check
- 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](mailto: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 \_\_\_\_/\_\_\_\_/\_\_\_\_