



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: Director/Nominated Supervisor Role – Preschool & OOSH**

EMPLOYMENT CLASSIFICATION:

Pre-School/Childcare Services

REPORTS TO:

Business Manager  
Principal

POSITIONS REPORTING TO THIS ROLE:

Preschool and OOSH Staff

AGREEMENT/AWARD:

General Staff Multi-Enterprise Agreement 2020-2023

COMMENCEMENT LEVEL:

Level 8 Step 1 – Pre-School/Childcare Services

### **THE COLLEGE**

Wagga Wagga Christian College Long Day Care is seeking a Christian Director/Nominated Supervisor for a fulltime position commencing in Term 1, 2024.

The Long Day Care at WWCC is licensed for 100 students. Currently, there are 40 places catering for 3- and 4-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 preschool is currently rated as meeting the National Quality Standards. The Director of Preschool/OOSH 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 Long Day Care is seeking an experienced Director/Nominated Supervisor with the ability to lead and manage staff across the preschool and OOSH; and to deliver excellent educational services to children and families. This position will form part of the College's executive leadership team.

**Responsibilities:**

- Daily management/oversight of the preschool and OOSH services, including staffing, enrolments and waitlists, with administrative support
- Financial management of the preschool in conjunction with College executive staff
- 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
- A teaching load to be negotiated with successful applicant
- 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
- 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
- Understanding of and ability to oversee preschool booking and billing functions, including CCS
- Experience with XAP would be an advantage

**Remuneration:**

An attractive salary package, based on candidate experience and the College's Multi-Enterprise Agreement, will be negotiated with the successful candidate. The position is entitled to four weeks of annual leave. If you require further information about the position, please contact the Acting Principal, Mrs Rachel McClure, at [principal@wwcc.nsw.edu.au](mailto:principal@wwcc.nsw.edu.au).

**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 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 \_\_\_\_/\_\_\_\_/\_\_\_\_