



Assistant Service Leader/ Early Childhood Teacher

Authority and Accountability

The Lutheran Church of Australia (LEVNT) is the Approved Provider for all Lutheran Early Childhood and School Aged Care Services. LEVNT manages the obligations of the Approved Provider (holds the Approved Provider's delegated authority) and acts on behalf of the Approved Provider to mitigate risk for and to the Church. LEVNT works to promote best practice and quality within each Service. Each Service provides opportunity for ministry and mission for the Church

- an outreach for the local Congregation, School/College and LEVNT.

The Service Leader shall abide by the constitution and by-laws of LEVNT, accept the policies and objectives determined by LEVNT and be consistent with principles of good practice in development and maintenance of professional relationships.

The incumbent will be expected to conduct their work in an atmosphere of Christian service in support of the Lutheran ethos, maintaining and implementing the mission and vision of the Service and LEVNT.

Qualifications and Requirements

Qualifications:

- completed (or be working towards) an approved Diploma level education and care qualification or equivalent (minimum);
- Working with Children Check (from relevant state);
- recognized first aid, emergency asthma management and anaphylaxis management training;
- current child protection training.

Requirements

- The Assistant Service Leader will be required to:
- Take on the role of Person in Day to Day Charge (PIDTDC).
- Work with the Educational Leader to meet regulatory requirements.
- During non-school time, implement a play base program as the Lead Educator

Role

The Assistant Service Leader: -

- assists the Service Leader in nurturing, strengthening, guiding and encouraging staff within the Service;
- ensures the Service is compliant with all relevant legislation;
- performs all responsibilities in an ethical and transparent manner incorporating moral principles of honesty and trust and declaring any conflicts of interest that may arise.

Key Responsibilities:

Christian Leadership:

- Foster and nurture the Christian foundation and environment of the Service.
- Represent the Service at significant community and Church events such as family services, staff installations, Christmas concerts, anniversary celebrations.
- Support mission and ministry to the staff and families at the Service, upholding the Lutheran ethos in conjunction with the Service Leader.

Laws, Regulations and Standards

Legislation

- Know, understand and have experience working with the National Quality Framework (NQF) and its national law system, including the various roles and responsibilities under the NQF.
- Assist to monitor and maintain Service practices consistent with all legislative requirements.

National Quality Standard

- Build community knowledge and understanding of the National Quality Framework.
- Actively participate in the Service's Continuous Improvement processes including self-assessment against the NQS and critical reflection of Service practices.
- Assist in the development and updating of the Service's Quality Improvement Plan.
- Support the Service through the assessment and rating process.

Reporting, Accountability and Compliance

- Ensure compliance with the National Quality Framework and all legislative requirements.
- Assist in the maintenance of all records and documents as per legislative and Approved Provider requirements.

Work, Health and Safety

- Know and understand Work, Health and Safety legislation.
- Support educators in meeting Work, Health and Safety requirements.
- Assist in the Service's risk management process.
- Ensure Work, Health and Safety procedures and practices are followed.
- Record and report Work, Health and Safety incidents to the Service Leader.



Governance and Management

Service Management

- Actively promote the Service to families and the wider community.
- Support families and children during the induction and orientation process.

Policies and Procedures

- Implement the Service's policies and procedures at all times.
- Ensure all staff are adhering to the Service's policies.
- Undertake policy reviews when required.

Administration

Administrative Duties

- Assist the Service Leader as directed in the completion of appropriate administrative tasks.
- Assist in the management of staffing requirements at the Service.
- Contribute to the completion of safety checklists on a daily basis, as required.

Resource and Equipment Purchasing and Maintenance

- Submit a list of required equipment, materials and/or resources, with costing, to the Service Leader.
- Ensure adequate supplies of resources, materials and equipment are maintained.

Monitor and report safety concerns to the Service Leader.

Service Delivery

Community Involvement and Communication

- Assist in the development and maintenance of effective relationships and partnerships with families and key stakeholders by encouraging involvement in the Service's program.
- Support the development and maintenance of effective community relationships and partnerships being aware of and responding to the diverse community needs.
- Attend as the Service's representative at (Parent) Advisory Group Meetings as required.
- Provide input into regular communications with families and Key Stakeholders associated with the Service.

Education and Care

- Facilitate positive and respectful relationships with all children.
- Support effective and appropriate behaviour guidance techniques and strategies.
- Support educators in the implementation of the approved learning frameworks.
- To support the Service Leader in providing environments that meet the emotional, social, cognitive, spiritual and physical needs of all children enrolled at the Service.



**St John's
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"Little Saints"
Small in Size – Mighty in potential!

Human Resources

Human Resource Management

- Assist in the induction and orientation for all workers, volunteers and students.
- Assist in the preparation of the Service's roster.
- Assist at team meetings.
- Provide mentoring, coaching and supervision to educators, providing feedback as required.
- Support and facilitate individual and team performance improvement.
- Encourage effective communication among educators.
- Follow the Service's policies and procedures to resolve disputes and conflicts.

Professionalism/Professional Practice

- Commitment to ongoing learning and performance improvement.
- Participate in professional development planning for the Service
- Support team building.
- Promote a positive Service culture.



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POSITION TITLE Assistant Service Leader	TENURE Permanent
LOCATION Jindera NSW	TIME ALLOWANCE Full Time (1.0 FTE)
RESPONSIBLE TO Principal	SALARY LEVEL As per Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017

Applicants are asked to address the selection within this document.

Your application should include:

- A cover letter – Tell us how you are the best person for this role.

Applications to be forward to:

Brad Moss | Principal

St John's Lutheran Primary School

154 Adams Street, Jindera, NSW, 2642

principal@stjls.nsw.edu.au

Applications close Friday 22 November 2019.

All enquires to the above address or telephone (02) 6026 3220