



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 an approved Bachelor of Education (Early Childhood)
- previous experience in a management or leadership role in early childhood
- positive Working with Children Check (from relevant state)
- recognized first aid, emergency asthma management and anaphylaxis management training
- current child protection training

Requirements

The Service Leader will be required to:

- take on the role of the Nominated Supervisor
- work with the Educational Leader (if this position is not held by the Service Leader) to meet regulatory requirements.

Role

The Service Leader/Early Childhood Teacher: -

- is the leader of a team of professionals, whose role is to nurture, strengthen, guide and encourage the people working within the Service;
- ensures the Service is compliant with all relevant legislation;
- perform all responsibilities in an ethical and transparent manner incorporating moral principles of honesty and trust and declaring any conflicts of interest that may arise.
- Provide a play-based program that meets the required frameworks.



Key Responsibilities:

Christian Leadership:

- Foster and nurture the Christian foundation and environment of the Service.
- Attend, as Little Saints Preschool/Stakeholder representative, significant community and Church events such as family services, staff installations, Christmas concerts, anniversary celebrations.
- Oversee mission and ministry to the staff and families at the Service, upholding the Lutheran ethos (in conjunction with the Key Stakeholder and LEVNT).
- Work closely with and be guided by the Chaplain (School/College/Congregation Pastor) in spiritual matters.

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.
- Monitor and maintain Service practices consistent with all legislative requirements.

National Quality Standard

- Build community knowledge and understanding of the National Quality Framework.
- Develop and maintain the Service's Quality Improvement Plan.
- Lead the Service's Continuous Improvement processes including self-assessment against the NQS and critical reflection of Service practices.
- Guide the Service through assessment and rating.

Reporting, Accountability and Compliance

- Report directly to the Approved Provider of the Service and submit written reports as required.
- Ensure compliance with the National Quality Framework and all legislative requirements.
- Maintain all records and documents as per legislative and Approved Provider requirements.

Work, Health and Safety

- Know, understand and have experience working with Work, Health and Safety legislation.
- Ensure consultation and training for educators relating to Work, Health and Safety requirements.
- Implement and maintain the Service's risk management process.
- Ensure Work, Health and Safety procedures and practices are followed.
- Record and report Work, Health and Safety incidents as per legislative and Approved Provider requirements.



Governance and Management

Service Management

- Participate in the preparation of an annual budget in collaboration with the Key/Stakeholder/LEVNT Children's Service's Manager.
- Review financial results regularly with governance committee and plan recovery measures if needed.
- Actively market and promote the Service to families and the wider community.
- Ensure sustainable utilization.

Policies and Procedures

- Implement the Service's policies and procedures at all times.
- Ensure all staff are trained in the Service's policies.
- Undertake policy reviews when required.
- Advise the LEVNT of any policy addendums required for the Service.

Administration

Administrative Duties

- Oversee the Child Care Subsidy system for the Service.
- Manage family accounts and fee collection.
- Manage family files and related Service documentation.
- Adhere to operational expenditure as per the Service budget.
- Maintain an asset/equipment register.
- Manage the staffing requirements of the Service.

Resource and Equipment Purchasing and Maintenance

- Submit a list of required equipment, materials and/or resources, with costing, to Management.
- Ensure adequate supplies of resources, materials and equipment are maintained.
- Monitor and report safety concerns to the Approved Provider.

Service Delivery

Community Involvement and Communication

- Develop and maintain effective relationships and partnerships with families and key stakeholders by encouraging involvement in the Service's program and being available to discuss issues as they arise.
- Develop and maintain effective community relationships and partnerships being aware of and responding to the diverse community needs.
- Attend as the Service's representative at all (Parent) Advisory Group or Management Committee Meetings.
- Implement regular communications with families and Key Stakeholders associated with the Service.



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

Education and Care

- Facilitate positive and respectful relationships with all children.
- Support effective and appropriate behaviour guidance techniques and strategies.
- Facilitate learning through coaching and mentoring, monitoring, guiding and supporting educators in the implementation of the approved learning frameworks.
- To establish an environment that meets the emotional, social, cognitive, spiritual and physical needs of all children enrolled at the Service.

Human Resources

Human Resource Management

- Facilitate employment and recruitment in conjunction with LEVNT
- Provide induction and orientation for all workers, volunteers and students.
- Prepare the Service's roster.
- Plan and facilitate team meetings on a regular basis.
- Provide mentoring, coaching and supervision to educators, providing feedback as required.
- Promote and facilitate individual and team performance improvement.
- Establish and maintain communication systems with and among educators.
- Resolve disputes and conflict resolution following the Service's policies and procedures.

Professionalism/Professional Practice

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



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| POSITION TITLE Service Leader | TENURE Permanent |
| LOCATION Jindera NSW | TIME ALLOWANCE Full Time (1.0 FTE) |
| RESPONSIBLE TO Principal | SALARY LEVEL As per Independent Schools NSW Teachers (Hybrid Model) Multi-Enterprise Agreement 2017 |

Applicants are asked to address the criteria 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