

KINDERGARTEN DIRECTOR PERMANENT, PART TIME (3-4 days per week)



Position Details

Purpose of the role

To provide leadership and management of the day-to-day and strategic operations of the Kindergarten (Kindy), including our Before and After Kindy Care Program and Vacation Care.

About the position

This position is located in our Kindergarten on our Stuart Street Campus. The role of Director is to nurture, guide and support our team of professionals to ensure the provision of a high quality Early Childhood Education and Care for our children. The position is responsible for ensuring partnerships with families are developed and maintained, promoting the Kindy so enrolments are strong, monitoring physical environments and facilities, liaising with government and relevant organisations and support the school executive. The ideal applicant will commence in January, 2019.

This is an exciting time to be part of our Kindergarten team and to lead it into the next era of growth as we look to expand by offering flexible class options that meet the changing needs of our community. We have recently become CCS approved and have implemented a new Childcare Management System called Xplor. This role has some financial delegation associated with the operations of the Kindergarten and it is expected that you will effectively manage and maintain our financial indicators, as well as day-to-day staff management.

A core focus of this role is ensure that our Kindergarten meets the standards of the Education and Care Services National Regulations and the National Quality Standards as well as ensure adherence to the school and/or Kindergarten policies and procedures. This role will lead and implement a continuous improvement process that reflects our ongoing drive for excellence in our program and performance.

Requirements of the position:

At Westside, we believe that great teachers are the cornerstone to the success of our students. **Applicants who hold an Early Childhood teaching qualification** will be well regarded. However, high performing applicants who have a Diploma of Early Childhood are also welcome to apply.

Other requirements include:

- Experience in leading a Kindergarten Service and making day-to-day management decisions about the operational effectiveness of the Service.
- Ability to work effectively within a team environment
- Ability to adapt to a flexible, diverse working environment
- Experience in Xplor or similar Childcare Management System

- Bachelor of Early Childhood Education (or similar)
- Current registration in Queensland (preferable)
- Senior First Aid (including Asthma and Anaphylaxis management)
- Hold the required Certified Supervisor and Nominated Supervisor Certificates
- A business qualification would be highly regarded

Applicants must have a practising faith and be actively involved in a church. The College reserves the right to perform additional qualification, criminal history or other relevant background checks as necessary to this position and you will be notified of any relevant checks if you are offered the position.

Applicants for teaching positions must have a current QCT Registration and non-teaching applicants must hold a current Blue Card or be eligible to obtain a Blue Card before commencing employment with the College. Applicants must have a practising Christian faith and be actively involved in a church. For more information, please review the *Statement of Faith* and *Staff Lifestyle Requirements* available on the Application Form for this position, published on the College website.

The College reserves the right to perform additional qualification, criminal history or other relevant background checks as necessary to this position and you will be notified of any relevant checks if you are offered a position at the College.

Position salary

The salary for this position will depend on the qualifications and experience of the successful applicant but will be in line with the relevant award.

How to Apply

Please supply the following documents to apply for this position:

- A current **resume** which includes skills and qualifications, employment history, technical abilities and three current referees (one referee should be a current supervisor and another your Minister/Pastor).
- A completed **application form** available online with completed responses to questions asked, including the signed Statement of Faith and Staff Lifestyle Requirements pages.

Applications must be emailed to recruitment@wcc.qld.edu.au or delivered to our Stuart St (Secondary) campus Reception, addressed to the Human Resource Manager.

Contact details: recruitment@wcc.qld.edu.au
Closing date for applications: 5pm, Friday 12 October 2018

Privacy

In order to progress this application, we request you provide some personal contact details. We will only use these details for purposes relevant to this application, and will not disclose them to third parties without your consent. In submitting this application, you acknowledge and consent to the College using your personal information provided to progress this application. Please contact the HR and Compliance Manager at the College on 3437 9000 if you have any questions or concerns about the way we handle personal information.

* The College reserves the right to fill the position before the closing date and/or withdraw this vacancy prior to making an appointment

About Westside

Westside Christian College is an interdenominational, Protestant co-educational Kindergarten to Year 12 College with an enrolment of over 1,000 students located in Goodna Queensland.

The current Kindergarten service operates two five-day fortnight programs, outside school hours care and vacation care to Kindy-aged children. We will be growing our Kindy to include an additional class in 2019.

With the population in Western Brisbane/Ipswich expanding exponentially, this vacancy is an exciting opportunity for someone with experience and a passion for moulding young children to engage with. For more information about the College's mission and vision, please visit the school website at: <https://www.wcc.qld.edu.au/our-college/vision-and-mission/>.