



**Emmaus
Christian
School**

Position Description – Preschool Lead Vacation Care

1. Purpose of the Position

Our Preschool Room Lead (Diploma Trained) has a specific focus on vacation periods as important parts of the Preschool program.

The role includes:

- Oversight and management of high-quality programming
- Oversight and management of Vacation Care program – including active duty during this period
- Ability to lead and program small group work between both Preschool classrooms, focussing on the arts
- A passion/interest in teaching the arts (clay work, painting, observational drawing, sculpture etc)

This is a 48 Weeks per year role with shifts between 8am to 6:15pm, rotating each semester and a requirement to work during school holiday openings.

2. Reporting Relationships

2.1. Reports to Principal through the:

- Preschool Director

2.2. Other key (non-reporting) relationships:

- Early Childhood Teaching Staff
- Preschool Support Staff
- Executive

3. Demonstrated Commitment

- To a faithful walk with the Lord Jesus Christ and membership of an evangelical Christian church.
- To the School's vision, core values and strategic priorities.
- To a growing understanding of the place of education, teaching and learning within a Biblical view of the world.

4. Personal Attributes

- The Preschool Room Lead will:
 - be a Christian who is striving to live a life in accordance with God's word which is evident in lifestyle.
 - be willing and able to share a personal Christian faith and apply it to this role within the School.
 - be an active member of a Church Community.
 - understand that personal conduct should be above reproach as the successful applicant will be a role-model to all members of the school community.
 - be supportive of the School's vision which drives the School.
 - work independently, but also as part of a team.
 - analyse and problem solve effectively using initiative and foresight.
 - demonstrate excellent written and verbal communication skills.
 - ability to hold confidential and sensitive information without sharing, disclosing or discussing.

5. Responsibilities

5.1. Specific Areas of Responsibility

- The Preschool Room Lead is responsible for:
 - Guidance, support, direction and general supervision of staff and children within the Preschool service
 - supporting the Preschool Director in the planning, implementation and evaluation of the Vacation Care Preschool program.
 - Liaising with families in regard to the day to day happenings and promote positive parent / Centre relationships
 - assisting with observations of children.
 - ensuring the safety of children at all times.
 - assisting with the administration of medication to children when required.
 - assisting with providing behaviour guidance and support for children.
 - ensuring proper hygiene is maintained for children and staff.
 - assisting in maintaining a happy and caring atmosphere within the Preschool.
 - assisting with the implementation of Emmaus Christian School's policies, specifically those that relate to the Preschool.
 - assisting students with their needs – this may include assisting with meals, toileting and dressing of children where required.
 - other duties as directed, including cleaning, photocopying, filing, and the preparation, set up and pack up of resources, learning spaces and experiences.

6. Important Criteria Relating to the Position

- **Required:**

- Relevant qualifications - Diploma in Early Childhood
- First Aid certified (or a willingness to complete this prior to starting)
- Ability to work cooperatively and collaboratively as part of a broader team.
- Not been convicted of fraud or any offence related to dishonesty.
- Working with Vulnerable People card (or eligibility to obtain one prior to commencement)
- Display confidentiality, tact, reliability and sensitivity to students and their families.
- Display respect and empathy for students and staff.
- Positively motivate students in a well-managed learning environment.
- Follow correct procedures for all school matters e.g., grievances.
- Have well-developed organisational skills.
- Participate in school activities requiring staff involvement – this may include attending staff meetings, conferences and devotions as required.

- **Desirable:**

- Knowledge of the early childhood sector with previous experience in an early childhood setting.
- Familiarity with EYLF and NQF guidelines
- An understanding of the Reggio Emilia pedagogy
- Ability to lead and program small group work between both Preschool classrooms, focussing on the arts
- A passion/interest in teaching the arts (clay work, painting, observational drawing, sculpture etc)
- Demonstrated commitment to professional development and learning.

7. School Structure



Emmaus Organisational Diagram Executive/Leadership Team

