

Preschool Educator – Afternoon Lead

Diploma Qualified – Full-time

Role Description

Preschool Educators play a key role in assisting with the delivery of high-quality education and care to children enrolled in the Preschool program at Emmaus Christian School. Successful applicants will demonstrate a professional commitment to supporting children and their families in a manner that is God honouring and aligned with the school's vision to provide Christ-centred, biblically grounded and academically rigorous education.

The Preschool Educator – Afternoon Lead will lead the Preschool After School Program and may be called to lead at other specific time as per the roster.

Preschool Educators are responsible to the Director of Preschool and report to the Early Childhood Teacher whilst on the floor. This is a full-time position, 48 weeks a year and 4 weeks annual leave starting in 2026. The Preschool staff are rostered from 8:00am – 6:15pm and the Preschool Afternoon Lead Educator will be rostered from 10:15am – 6:15pm unless otherwise notified. This position has a start date of January 2027.

Key Responsibilities

- ❖ Assisting the ECT to provide quality, Christian based education and care for each child in accordance with the National Quality Framework.
- ❖ Support the Preschool Director and ECTs in the development, implementation and evaluation of relevant educational programs and activities in line with the Early Years Learning Framework.
- ❖ Participating in documenting children's learning in various ways (portfolios, classroom displays etc).
- ❖ Working with the Preschool Director to further develop professional skills and knowledge.
- ❖ Participating in all Preschool activities, using your initiative to complete daily tasks as required to support the team and children each day.
- ❖ Complying with all legislative requirements. Ensuring you are aware of all regulations, legislation and centre/school policies and how to apply them in practice.
- ❖ Participation in other school activities as directed.



Preschool Lead

- ❖ Provide guidance, support, and general supervision to staff and children when acting as the Preschool Lead.
- ❖ Assist the Preschool Director with the planning, implementation, and evaluation of the Preschool After School program.
- ❖ Communicate with families about daily activities and contribute to fostering positive Preschool–parent relationships.
- ❖ Complete and sign off on any incident reports that occur during designated Lead hours.
- ❖ Ensure the Preschool environment is clean, organised, and prepared for the next day.

Team & School Culture

- ❖ Work collaboratively with the Preschool Team and wider staff to ensure efficient and effective service delivery.
- ❖ Actively contributing to a positive and professional team culture in the Preschool and across the Emmaus Christian School Community, always upholding the values of the school.
- ❖ Demonstrate a caring and professional approach, reflecting the values and ethos of Emmaus in all interactions.
- ❖ Participate in staff meetings, professional learning and school community activities as required.

Christian Commitment

- ❖ Model Christ-like character and values in personal and professional life.
- ❖ Support the school's mission: to provide a Christ-centred, biblically grounded, and academically rigorous education that enables students to grow in wisdom and character, to the glory of God.
- ❖ Participate in devotions, prayer, and other expressions of the school's Christian community.

Selection Criteria

Essential

- ❖ Diploma in Early Childhood Education & Care.
- ❖ Demonstrated experience in early childhood leadership.
- ❖ Sound knowledge and understanding of the Education and Care Services National Law and Regulations, National Quality Standard and relevant early childhood compliance requirements.



- ❖ Demonstrated ability to provide leadership, guidance and support to educators.
- ❖ Excellent communication and interpersonal skills, with the ability to build positive relationships with children, families and colleagues.
- ❖ Highly organised, with strong attention to detail, problem-solving skills and the ability to manage competing priorities.
- ❖ Demonstrated ability to maintain accurate records and manage confidential and sensitive information with integrity and discretion.
- ❖ Proficiency in Microsoft applications, including Word, Excel, Outlook and Teams, with the ability to quickly learn new systems and digital tools.
- ❖ Current Working with Vulnerable People (WWVP) registration, or ability to obtain prior to commencement.
- ❖ Current First Aid and CPR certification, or a willingness to obtain and maintain these qualifications.
- ❖ Active membership of a Christian church and wholehearted support for the School's Christian mission, values and Statement of Faith.