

Position Description

St Paul's Lutheran Kindergarten Service Leader



Responsible to:	Principal
Reports to:	Principal
Works in Collaboration with:	Business Manager, Deputy Principal, Kindy Staff, QLECS

The Lord Gives Wisdom

General Accountabilities:

The Service Leader of the St Paul's Lutheran Kindergarten is considered a member of the Executive Team of St Paul's Lutheran Primary School and he/she will:

- Act in cooperation with the school administration and under the direction of the Principal.
- Display the qualities of good leadership, management, and administration.
- Be part of the Primary School Executive Team.
- Model servant leadership as shown to us by Jesus Christ

The Service Leader is responsible to the Principal for the development and maintenance of an exceptional Kindergarten service where the care and nurture of 3 – 5 year old children is central to centre's operation.

Qualifications

- Completed an approved Diploma level education and care qualification or equivalent (minimum).
- Previous experience or leadership role in an Early Childhood facility.
- Current Positive Working with Children Check for Queensland.
- Recognised 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.
- Have a current knowledge of the Early Years Learning Framework, Queensland Kindergarten Guidelines, National Quality Standards, Education and Care Services National Law and Education and Care National Regulations.

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Key Duties and Accountabilities:

1. Leadership of the Kindergarten team.
2. Oversight and management of all kindergarten administrative roles.
3. Develop and provide high quality educational and care program.
4. Maintain high standards of Work, Health, and Safety.
5. Development and oversight of a positive kindergarten culture, including staffing and relationships.

Key Responsibilities

The Service Leader will -:

- Take responsibility for the day-to-day management of the Early Learning Centre.
- Be the Leader of a small team of passionate professionals whose role it is to nurture, strengthen, guide, and encourage the work within the service.
- Ensure there is a commitment from all staff to continuous quality improvement using an effective self-assessment and quality improvement process to meet National Quality Standards.
- Ensure the service is compliant with all relevant legislation.
- Establish an environment that meets the emotional, social, cognitive, spiritual, and physical needs of all the children enrolled.
- Ensure a vibrant and age-appropriate Christian program is developed in the centre.
- Ensure that children are treated in ways that are appropriate to their cultural heritage and family circumstances.
- Serve as the chief parent liaison.
- Manage the financial and administrative requirements of the centre by liaising with the St Paul's Primary Business Office.
- Ensure the health and safety of the centre.
- Organise an annual budget, purchase and maintenance of resources.
- Foster positive staff relationships.
- Contribute to the School's Newsletter.
- Organise and maintain social media for the centre.
- Participate in marketing activities both individually and collaboratively with the Primary School.
- Maintain an aesthetically pleasing, clean environment in the centre.
- Keep accurate records of enrolment information and attendance of children.
- Keep accurate HR staff records.
- Demonstrate excellent communication and verbal written skills, and the ability to engage with staff, children and families positively productively and regularly.
- Perform all duties in an ethical and transparent manner, incorporating moral principles of honesty and trust declaring any conflicts of interest that may arise.
- Demonstrate an ability to work autonomously and collaboratively.
- Demonstrate sound computing skills and an ability to learn systems quickly and efficiently.

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- Work cooperatively with the QLECS Executive Officer and Services Manager.
- Attend all training provided by QLECS and organise internal staff training for all Kindy staff.
- Liaise with and foster links between the Kindy, the St Paul's Lutheran Congregation, St Paul's Lutheran Primary, Grace Lutheran College and St Paul's Lutheran Aged Care.
- Comply with Lutheran values, codes of conduct, policies and procedures.
- Other duties as requested by the Principal, relevant to the role of a senior staff member at St Paul's Lutheran Primary School.

Selection Criteria

SC1 - Demonstrated skills in communication, teamwork and consulting with all sectors of a diverse local community.

SC2 - Demonstrated skills in communication, teamwork and consulting with all sectors of a diverse local community.

SC3 - Proven ability to manage and monitor the financial and administrative tasks of an ELC.

SC4 - Demonstrated commitment to best practice in Early Childhood Education and Care and the ability to work within legislated frameworks.

SC5 - Knowledge of health and safety, hygiene and risk management principles.

SC6 - An ability to work within the Christian context, providing spiritual leadership to the Early Learning Centre.