



KINDERGARTEN COORDINATOR & EDUCATIONAL LEADER POSITION DESCRIPTION

REPORTING TO:	Head of Learning Module (K-2)
CAMPUS:	Werribee
TENURE:	Permanent Full Time (0.6 Coordinating & 0.4 Teaching) 1.0 FTE

INTRODUCTION:

Heathdale Christian College is a co-educational, Kindergarten to Year 12 Christian College operating at Werribee and Melton. The Lead Teacher will work and act in accordance with the Biblical principles and beliefs, as set out in the College Statement of Faith and Values. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos and Christian practices of the College.

POSITION SUMMARY:

The Kindergarten Coordinator will organise and manage the Kindergarten services, ensuring that families and students who are first introduced to the College via the Kindergarten will continue with us for many years.

This position will coordinate the Kindergarten services for 3 to 4 year old kinder ensuring that all staff are teaching from a biblical worldview. That the legal requirements and policies are regularly updated and reflected in our practices, ensuring best practice in our Kindergarten.

KEY RELATIONSHIPS:

- Head of Learning Module (K-2)
- Principal - Primary
- Staff
- Parents
- Teaching and Learning Coordinators

Refer to Attachment A.

KEY RESPONSIBILITIES & DUTIES:

A. Key Tasks

Effective and Efficient Coordination

- Ensure families receive quality Kindergarten services through the development and implementation of appropriate policies, procedures and guidelines.



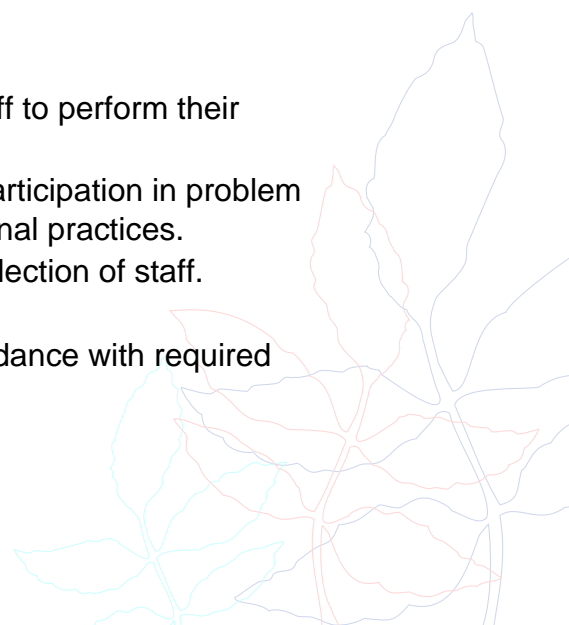
- Maintain and update the services quality improvement plan and ensure the services continue its high rating.
- Maintain up to date knowledge of government policies and guidelines and report to the College on issues affecting the service in conjunction with Risk & Compliance Officer.
- Lead the planning and implementation of quality educational programs.
- Work in conjunction with the ICT team and the primary operations coordinator to update government platforms such as NQA, ITS, ARRIVAL, KIMS, EYALT.
- Lead the promotion of health and safety of all staff and children.
- Lead the unit to build positive relationships with all stakeholders.
- Lead the effective administration and management of the services.
- Monitor the allocation and enrolment of children in the services within the Kindergarten.
- Have oversight of safety and welfare of persons using the facility, ensuring compliance with OHS issues.
- Development and review of quality Christian program and maintaining networks with other Christian Early Learning centres as appropriate.
- Liaise and maintain positive relationships with parents; encouraging parent involvement through appropriate information sessions and family events.
- Liaise and develop transitional programs for Prep entry to the College.
- Develop and implement efficient and effective administrative systems.
- Attend to correspondence and general enquiries as appropriate.
- Develop strategies to ensure forward planning, evaluation and review of the service.

Customer Focus for the Service

- Ensure the community has accessible information on the Kindergarten Services.
- Maintain systems to ensure that customer complaints are dealt with appropriately.
- Explore strategies to best meet the needs of customers within the constraints of available resources.

Staff Management and Development

- Provide leadership, motivate and encourage staff to perform their responsibilities effectively and efficiently.
- Develop an effective team, encouraging team participation in problem solving and developing improvement in operational practices.
- Participate in the orientation, recruitment and selection of staff.
- Support the professional development of staff.
- Ensure services are adequately staffed in accordance with required ratios at all times.
- Organise regular team meetings and updates.



- Mentor new staff to build to the Heathdale Christian College standard.

Financial Management

- Monitor the adopted budgets and advise the Head of Learning Module (K-2) of existing or anticipated variations.
- Effectively use the budget to improve service delivery.

B. Child Safety

The College has a zero tolerance of child abuse.

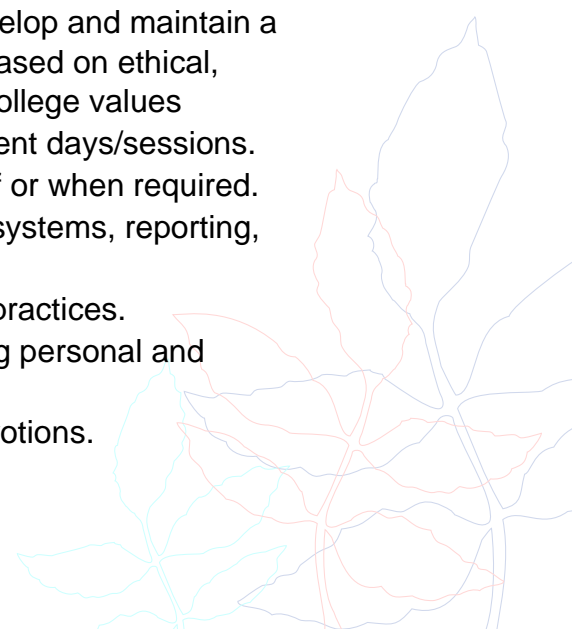
This position is responsible for taking all practical measures to ensure that Heathdale Christian College's Child Protection and Safety Policy, Procedure and Code of Conduct are implemented effectively, ensuring that a strong and sustainable child protection culture is maintained within the College.

We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

For more information please refer to the College website at <https://www.heathdale.vic.edu.au/about/policies/>

C. Accountability

- Demonstrate a deep understanding of the teaching / learning / assessing cycle to ensure student educational growth.
- Display deep knowledge of the current and relevant school curriculum.
- The ability to build the capacity of staff members for creating a positive, healthy, Christ Centred culture within the team.
- Embrace and enhance the use of technology to engage students.
- Demonstrate a high level of communication and interpersonal skills when relating to teachers, students, parents and colleagues.
- Demonstrate support for and capacity to develop and maintain a positive tone and an organisational culture based on ethical, professional and personal behaviours and College values
- Willingness to attend professional development days/sessions.
- Provide assistance to other team members if or when required.
- Use technology for the purpose of updating systems, reporting, student feedback and academic progress.
- Adhere to College policies, procedures and practices.
- Adhere to the College expectations regarding personal and professional presentation and dress.
- Attend and if required participate in daily devotions.





- Be actively aligned to the whole K-6 primary school.

D. Qualifications

- Degree of Teaching (Early Childhood)
- Leadership Experience in an early childhood setting
- Demonstrated experience in a leadership role
- Experience in policy writing and documentation
- Knowledge and experience in the implementation of Early Years National Quality Frameworks

OTHER DUTIES:

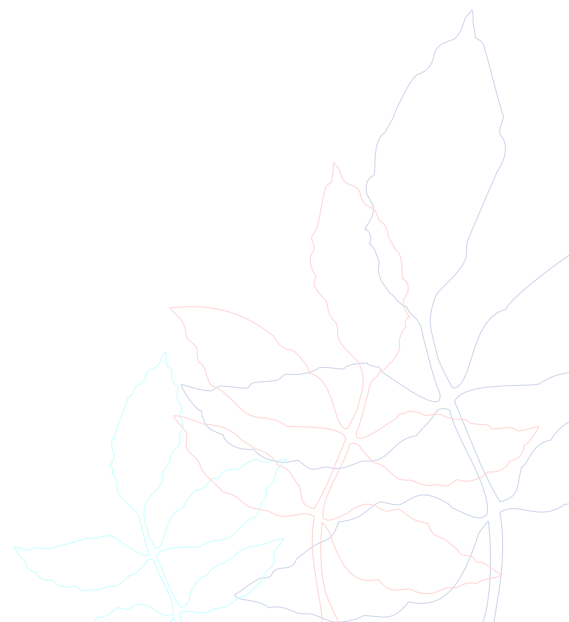
Any other assigned duties may be directed by the Principal or their nominee as required and in consultation.

Display and have the ability to perform the tasks which are essential to perform a job productively and to the required quality. The ability to work effectively in a team, ensuring safety at all time.

REMUNERATION

A responsibility allowance of 10% based on Level 12 Teacher Salary and position is 1.0 FTE.

This person will also have a desire to facilitate change throughout their faculty and support the College's overall vision and purpose within their faculty.



ATTACHMENT 'A'

Key Relationships defined:

WITH	PURPOSE	FORM
Head of Learning Module (Early Years)	<ul style="list-style-type: none"> Work closely with Head of Learning Module (Early Years) to understand the needs of our students and to support the teachers and staff 	Meeting on an 'as needs basis'
Principal - Primary	<ul style="list-style-type: none"> Work closely with Principal - Primary to ensure the smooth running of the Kindergarten 	Meeting on an 'as needs basis'
Staff	<ul style="list-style-type: none"> Show ongoing support to the teachers Be able to be approachable and open to have conversations with staff 	Meeting on an 'as needs basis'
Parents	<ul style="list-style-type: none"> Work closely with Head of Learning Module to ensure communication and support are provided to members of our community. 	As required

Teaching and Learning Coordinator	<ul style="list-style-type: none"> • Work closely with the Training and Learning Coordinator to ensure a guaranteed and viable curriculum. 	As required
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