In 1962 St John’s Lutheran Parish commenced a primary school on the former Geelong Grammar site on the corner of Pakington and Aberdeen Streets, Geelong. St John’s School is now a vibrant and well-respected Kindergarten to Year 6 School.

St John’s Lutheran School is school of Lutheran Education Victoria, New South Wales & Tasmania (LEVNT) and is the employer of Early Childhood Staff. The Geelong Lutheran College Council is the governing council of the school and kindergarten. The Lutheran Church of Australia Victorian District is the Approved Provider under the Education and Care Services National Law Act 2010.

St John’s Lutheran School has continued as a school that offers a comprehensive education to children in a Christian environment. Although a Lutheran school it has, from its beginning, welcomed and valued the support given by those in the greater Geelong community wishing to educate their children in a Christian environment. The school endeavours to set up and maintain a framework of Christian attitudes and relationships which will permeate and integrate its entire life and work and thereby help it to grow as a caring community.

**School Vision Statement**

Learn. Imagine. Grow

**School Mission Statement**

*St John’s Lutheran School shares the mission of all Lutheran schools and aims to encourage and support students, informed and sustained by the Word of God, to develop their God-given talents so that they may shape and enrich their world.*

**Role**

The Kindergarten Team Leader will provide educational leadership while working as a member of a cooperative team in order to provide a developmentally appropriate education program.

Operating in a professional manner, the Team Leader is to ensure that the requirements of the Department of Education and Early Childhood Education (DEECD) *Victorian Kindergarten Funding Criteria* are met and that all reporting and data collection is done in accordance with departmental guidelines. They are also to ensure that the service is compliant with the *Education and Care Services Regulations 2011* and the *Education and Care Services Law* and functions in line with ACECQA’s National Quality Framework and Standards.

**The Early Childhood Service leader is responsible for:**

1. Planning, delivering and overseeing a high quality early childhood curriculum;
2. Ensuring all documentation is maintained to support children’s learning and development;
3. Fostering the well-being and development of all individuals associated with the service through the creation of a secure and supportive environment;
4. Lead a team of professionals within the Service and collaborate with St John’s Lutheran School to maintain the highest possible standards of care and development;
5. Engage in personal and professional development to ensure a thorough knowledge of all aspects relating to early childhood education and the service’s operation;
6. Participate in professional development opportunities especially retreats, conferences and workshops presented by St John’s Lutheran School;
7. Perform all duties in an ethical and transparent manner incorporating moral principles of honesty and trust and declaring any conflict of interest that may arise;
8. Maintain confidentiality of all information;
9. Maintain consistency with the mission and vision of St John’s Lutheran School;
10. Participate together with other service staff in the community life of the local Lutheran School/College/Congregation engaging in professional, social, spiritual and learning opportunities, as appropriate.

It is expected that the incumbent will conduct their work in an atmosphere of Christian service in support of the ethos of St John’s Lutheran School, Lutheran Education Australia and the Lutheran Church of Australia Victoria District.

Task

At St. John’s Lutheran School, Geelong, it is expected that the Kindergarten Team Leader will support the Christian ethos of the School. A good example for Christian living is to be given to children and parents by the teacher’s words and actions. Positive reinforcement is of utmost importance. Where correction is needed this is to be given in a loving, caring manner and forgiveness is to be freely offered to children who err as God forgives each of us for Jesus’ sake.

The Christian Education environment we offer depends largely on the maturity and professionalism of all staff. Therefore, it is expected you will co-operate fully with the School Principal, Head of School, other staff and the School Council in adhering to the policies, teachings and fostering the ethos, culture and traditions of St. John’s Lutheran School, Geelong.

The delivery of a high quality and developmentally appropriate educational program for the children in a professional manner is essential. This program is to be developed in consultation with the Head of School and be responsive to the needs of the community.

Key responsibilities are:
- To work with St John’s Lutheran School staff in a co-operative and respectful manner, following all lawful directions of the employer’s representative.
- To provide a safe, secure and inviting environment for all children enrolled at the service;
- To support families in their parenting role;
- To establish an environment that meets the emotional, social, cognitive, spiritual and physical needs of all children enrolled in the service;
- To foster positive staff relationships so that the work will be rewarding;
- To supervise all staff within the service and oversee a quality early childhood program;
- To work cooperatively and collaboratively with all staff and families;
- To foster links between the service, the School and the local community, including the local congregation.

Authority and Responsibility

The Kindergarten Service Leader is responsible to the Principal, through the Head of School. The Service Leader has the authority to provide information, direction and advice to the service’s team according to the policies of St John’s Lutheran School and the Church. The Service Leader shall abide by the constitution and by-laws of LCAV, the School and the Service, accept the policies and objectives determined by the College Council and be consistent with principles of good practice in development and maintenance of professional relationships.

The Service Leader shall maintain his/her professional knowledge and skills by identifying and participating in various conferences, seminars, professional development activities and workshops.
determined in consultation with the Head of School. Various meetings and activities may occur outside normal working hours.

The Service Leader may be required to take the role of Nominated Supervisor and/or Educational Leader of the service.

**Duties**

The Kindergarten Service Leader/Teacher is expected to work within the CORE focus areas:

**Christ-Centred:**
- Foster and nurture the Christian foundation and environment of the services
- Attend, as the Service’s representative, significant community and Church events such as family services, staff dedications, Christmas concerts, etc.
- Provide spiritual leadership to the staff and families at each service upholding the ethos of St John’s Lutheran School and the Lutheran Church.
- Plan and deliver a high quality early childhood curriculum integrated with the Christian Studies Curriculum.

**Operational Sustainability:**
- Work with and/or follow the directions of the Head of School in regard to the daily operation of the service.
- Liaise with and/or follow the directions of the Head of School in regard to the financial and administrative operations of the service.
- Review financial results regularly with the Head of School and plan recovery measures if needed.
- Liaise with Head of School on the employment of staff and participate in the appointment of all permanent staff of the service.
- Preparation of applications for Grants in Consultation with Head of School.
- Assist in preparation for the National Quality Framework Assessment and Rating process, ensuring that regulatory and rating standards are achieved.
- Attend as the Service’s representative at all Parent Liaison Group meetings unless otherwise agreed with the Head of School.

**Relational Matters:**
- Support and encourage Service staff in the development of partnerships with parents.
- Liaise with the Head of School in regard to educational and spiritual programs, physical environments, staffing, Licensing and Accreditation.
- Develop, compile and create newsletters with the approval of the Head of School.
- Prepare regular communications with Community Liaison Groups (CLG) and the Congregations associated with the service, in consultation with the Head of School.
- Coordinate e-facilities for communication, publicity and professional development for service in consultation with Head of School.
- Report to the Head of School in regard to all issues, critical incidents and monthly reports, as needed.
- Participate together with other Kindergarten staff in the life of the School engaging in professional, social, spiritual and learning opportunities as appropriate.

**Enhancement and Improvement:**
- Monitor the implementation of Strategic Plans for the Service, in consultation with the Head of School.
- Liaise with stakeholders on the roles, responsibilities and relationships between the CLG, Head of School, and staff, congregation and community.
- Identify areas of need for professional development in the service, and coordinate the provision and conduct of that training in consultation with the Head of School.
- As the Service representative, monitor the operations of the service against performance standards, ensuring that Licensing and Accreditation requirements are maintained.
Role Specification

Qualifications
- Bachelor of Education (Early Childhood) or other Early Childhood Teaching qualification recognised by ACECQA
- Current Working with Children Check (WWCC) card **AND/OR** registration with the Victorian Institute of Teaching
- First aid training as prescribed in the *Education and Care Services National Law Act 2010.*
- Anaphylaxis management training as prescribed *Education and Care Services National Law Act 2010*
- Be willing and qualified to be the Nominated Supervisor for the Service
- Completion of the ‘Valuing Safe Communities’ Staff Program is required upon employment
- Completion of accreditation as a teacher in a Lutheran School is required upon instruction from Kindergarten Team Leader and Head of School

Personal Attributes:
- Excellent communication skills;
- A ‘team oriented’ educator;
- Willing to, and demonstrating the ability to, embrace the challenges of a changing educational context;
- Reliable, trustworthy and ethical;
- Professional in their approach to teaching;
- Willingness to work within the Christian ethos of the organisation

Selection Criteria
1. Demonstrated high levels of skills in communication and consultation that would indicate the capacity to work effectively with people from all sectors of the children’s services community, including Service Leaders, Coordinators, school principals, St John’s Lutheran School, LEVNT, government representatives, families and the wider community.
2. Demonstrated knowledge and skills in developing, implementing and evaluating high quality inclusive programs.
3. Demonstrated commitment to best practice in Early Childhood Education and Care and an ability to work within legislative frameworks.
4. Demonstrated knowledge and experience in management and administration, financial matters and budgeting, initiative, organisational skills and leadership skills.
5. Knowledge of health, safety, hygiene and first aid principles, including OHS risk management
6. An ability to work in a Christian context and provide spiritual leadership to the staff of the service.
7. Ability to work independently as well as in a team environment

Employment Conditions
(a) **TERM** – permanent position, commencing **17 March, 2015**
(b) **SESSION HOURS** –

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<tr>
<td>Monday</td>
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<td>Friday</td>
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(c) **EMPLOYMENT FRACTION** - Part-time employment fraction of 0.7 FTE. Occasional activities outside of normal kindergarten hours may also require your involvement.

(d) **POSITION OF RESPONSIBILITY ALLOWANCE** is payable.

(e) **REMUNERATION** – St John’s Lutheran School is respondent to the *Educational Services (Schools) Teachers Award 2010*