



Position Description – Service Leader

OUR MISSION

To serve our community through high quality education in a caring Christ centred environment; empowering our students to shape a better world.

It is our vision, at St James Lutheran College to be a leading model on innovative Christian education excellence.

AUTHORITY AND ACCOUNTABILITY

The Lutheran Church of Australia Queensland District (LCAQD) is the Approved Provider for all Lutheran Early Childhood and School Aged Care Services in Queensland. QLECS manages the obligations of the Approved Provider (holds the Approved Provider's delegated authority) and acts on behalf of the Approved Provider to mitigate risk for and to the Church. QLECS works to promote best practice and quality within each service. Each service provides opportunity for ministry and mission for the Church

- an outreach for the local Congregation, School/College and QLECS.

The Service Leader shall abide by the constitution and by-laws of LCAQD and QLECS, accept the policies and objectives determined by QLECS Council and QLECS Branch and be consistent with principles of good practice in development and maintenance of professional relationships.

The incumbent will be expected to conduct their work in an atmosphere of Christian service in support of the Lutheran ethos.

POSITION PURPOSE AND SCOPE

The Service Leader: -

- is the leader of a team of professionals, whose role is to nurture, strengthen, guide and encourage the people working within the Service;
- ensures the Service is compliant with all relevant legislation;
- perform all responsibilities in an ethical and transparent manner incorporating moral principles of honesty and trust and declaring any conflicts of interest that may arise.

KEY RESPONSIBILITIES

Christian Leadership:

- Foster and nurture the Christian foundation and environment of the service.
- Attend, as QLECS/Stakeholder representative, significant community and Church events such as family services, staff installations, Christmas concerts, anniversary celebrations, etc.
- Oversee mission and ministry to the staff and families at the service, upholding the Lutheran ethos (in conjunction with the Key Stakeholder and QLECS).
- Work closely with and be guided by the Principal, School Chaplain and Congregational Pastor in spiritual matters

Laws, Regulations and Standards

Legislation

- Know, understand and have experience working with the National Quality Framework (NQF) and its national law system, including the various roles and responsibilities under the NQF
- Monitor and maintain service practices consistent with all legislative requirements



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National Quality Standard

- Build community knowledge and understanding of the National Quality Framework
- Develop and maintain the Service's Quality Improvement Plan
- Guide the service through assessment and rating

Reporting, Accountability and Compliance

- Report directly to the Approved Provider of the service and submit written reports as required
- Ensure compliance with the National Quality Framework and all legislative requirements
- Maintain all records and documents as per legislative and Approved Provider requirements

Work, Health and Safety

- Know, understand and have experience working with Work, Health and Safety legislation
- Ensure consultation and training for educators relating to Work, Health and Safety requirements
- Implement and maintain the Service's risk management process
- Ensure Work Health and Safety procedures and practices are followed
- Record and report Work, Health and Safety incidents as per legislative and Approved Provider requirements

Governance and Management

Service Management

- Participate in the preparation of an annual budget in collaboration with the College and QLECS Children's Services Manager
- Review financial results regularly with the Children's Services Manager and plan recovery measures if needed and report to the Principal
- Actively market and promote the service to families and the wider community
- Ensure sustainable utilization

Policies and Procedures

- Implement the Service's policies and procedures at all times
- Ensure all staff are trained in the Service's policies
- Undertake policy reviews when required
- Advise the College and QLECS Children's Service's Manager of any policy addendums required for the Service

Administration

Administrative Duties

- Oversee the Child Care Subsidy system for the service
- Manage family accounts and fee collection
- Manage family files and related service documentation
- Adhere to operational expenditure as per the service budget
- Maintain an asset/equipment register
- Manage the staffing requirements of the service

Resource and Equipment Purchasing and Maintenance

- Submit a list of required equipment, materials and/or resources, with costing, to Management

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- Ensure adequate supplies of resources, materials and equipment are maintained
- Monitor and report safety concerns to the Approved Provider

Service Delivery

Community Involvement and Communication

- Develop and maintain effective relationships and partnerships with families and key stakeholders by encouraging involvement in the Service's program and being available to discuss issues as they arise
- Develop and maintain effective community relationships and partnerships being aware of and responding to the diverse community needs
- Attend as the Service's representative at the Kindy Governance Committee Meetings.
- Implement regular communications with Families and Key Stakeholders associated with the Service.

Education and Care

- Facilitate positive and respectful relationships with all children
- Support effective and appropriate behaviour guidance techniques and strategies
- Facilitate learning through coaching and mentoring, monitoring, guiding and supporting educators in the implementation of the approved learning frameworks
- To establish an environment that meets the emotional, social, cognitive, spiritual and physical needs of all children enrolled at the Service.

Human Resources

Human Resource Management

- Facilitate employment and recruitment in conjunction with the Principal and your Children's Service Manager, QLECS
- Provide induction and orientation for all workers, volunteers and students
- Prepare the Service's roster
- Plan and facilitate team meetings on a regular basis
- Provide mentoring, coaching and supervision to educators, providing feedback as required
- Promote and facilitate individual and team performance improvement
- Establish and maintain communication systems with and among educators
- Resolve disputes and conflict resolution following the Service's policies and procedures

Professionalism/Professional Practice

- Commitment to ongoing learning and performance improvement
- Participate in professional development planning for the Service
- Facilitate team building
- Promote a positive organisational and Service culture

QUALIFICATIONS AND REQUIREMENTS

Qualifications:

- Completed an approved Diploma level education and care qualification (minimum)
- previous experience in a management or leadership role in early childhood
- positive Working with Children Check (from relevant state)
- recognized first aid, emergency asthma management and anaphylaxis management training



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- 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.

RENUMERATION

As per the Child Care Services Award 2010, the College is willing to negotiate above award wages depending on the applicant's experience.

INSTRUCTIONS

Please

- Submit a CV which includes relevant qualifications and employment experiences
- Include a written application that addresses how your skills and experience will fulfill this role and address the key selection criteria
- Provide the names and contact of 3 referees (one must include your current or immediate past employer)
- Email to Mr. Luke Schoff, Principal - employment@stjameslc.qld.edu.au

Applications close 9am Monday, 15th October 2018

WORKPLACE HEALTH AND SAFETY

Effective implementation of the School's Workplace Health and Safety Policy requires the active involvement of all employees. All employees have an obligation to comply with statutory and organisational requirements, procedures and rules that are intended to protect the health and safety of persons at the workplace including the general public.

EMPLOYMENT COLLECTION NOTICE

1. In applying for this position, applicants will be providing St James Lutheran College with personal information.
2. Information provided will be used with the express purpose to assess and respond to an application for employment.
3. Applicants agree that St James Lutheran College may store this information for eight (8) weeks.
4. Applicants may seek access to the personal information that is held about them if they are unsuccessful in securing the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
5. St James Lutheran College will not disclose personal information to a third party without the applicant's consent.
6. Applicants who provide St James Lutheran College with personal information of others are encouraged to inform such persons:
 - a. that they are disclosing that information to the School;
 - b. the reason they are disclosing that information;
 - c. that they can access that information if they wish;
 - d. that the School does not disclose the information to third parties; andthat the School may store the information for eight (8) weeks.