



## **Bankstown Community Resource Group Inc.**

15 Kitchener Parade, Bankstown NSW 2200

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ABN : 11 098 903 558

## **BCRG Preschool Director - Community based preschool**

The Bankstown Community Resource Group Inc. (BCRG) is a community based non profit and registered charity organisation, which was established in 1984 to provide capacity building projects for local children, families and community. We invite applications for a full time preschool Director/Teacher to establish and lead a brand new 40 place preschool located within the grounds of Chester Hill Public School, to commence early 2017. You will be paid in accordance with the Educational Services (Teachers) Award 2010.

### **About the Role:**

The role will manage the day to day operations of the Preschool and lead, guide and support a team which provides high quality early childhood education and care to children. Initially this will require the director to establish this brand new service with all the necessary support from the organisation. Once established the Director will be required to perform the role of teacher/director.

### **This includes:**

- Taking on all duties and responsibilities of the Nominated Supervisor and to be the Educational Leader of the service
- Ensuring the service is compliant with the Education and Care Services national law and regulations and other relevant legislation.
- Ensuring that the policies and procedures of the organisation are implemented and adhered to
- Developing relationships that support and partner with the school, families and the wider community.

### **Qualifications:**

- Bachelor Degree in Early Childhood ACECQA approved
- First Aid Certificate
- Asthma and Anaphylaxis certificate
- Identify and respond to children and young people at risk training
- Cleared Working with Children and National police check

### **Essential:**

- Minimum of 3 years as a Director of a Preschool or Early Childhood service;
- Knowledge of and experience in implementing the NQF and EYLF;
- Ability to plan, develop, implement and evaluate programs suitable to the individual needs and interests of children;

- A solid understanding of licensing and the NSW children's services regulations;
- High level interpersonal, oral and written communication skills – ability to communicate with families, centre staff and other professionals;
- Proven team building skills and experience in managing teams;
- Experience in mentoring staff, a commitment to on-going professional development;
- Ability to develop and implement centre policy and procedures;
- Passion and commitment to working with children;
- Experience and interest in working with children with additional needs and their families to support their inclusion into the service with a strengths based family centered approach;
- Understanding of and sensitivity to CALD and ATSI communities

**Desirable:**

- Experience in establishing a new centre

The right person for the role will be passionate about working and communicating with children and will be dedicated to providing a nurturing and creative environment. You will have a mature outlook and be an excellent leader.

If you are the right candidate for this position, **please email a covering letter addressing the above essential and desirable criteria with a resume including 2 relevant referees** to the Executive Officer at BCRG PO Box 260 Bankstown, NSW 1885 or email to [eo@bcrg.org.au](mailto:eo@bcrg.org.au). **Applicants who do not address the essential and desirable criteria will not be considered.**

**Closing date:**

Midnight, Monday 13<sup>th</sup> February 2017. Any questions can be directed to [eo@bcrg.org.au](mailto:eo@bcrg.org.au) or phone 9796 2931.