

Title of Position: Service Leader

Type of Appointment: Permanent Full-Time

Service Leader – Pacific Early Learning Centre

Inspire, Lead, and Make a Difference in Early Childhood Education!

At **Pacific Early Learning Centre (ELC)**, we provide a safe, nurturing, and stimulating environment where children flourish. Our programs are designed to support the social, emotional, physical, and academic development of children from birth to five years.

As part of **Lutheran Education Queensland**, we uphold values of respect, individuality, and collaboration with children, families, and the community.

We are seeking an **inspiring Service Leader** to join our vibrant team on a **permanent, full-time basis** (Monday to Friday).

The Role

As the **Service Leader**, you will manage the day-to-day operations of the Early Learning Centre, leading a team of dedicated educators to deliver high-quality, Christian-based care and education. Acting as a vital connection between families, the community, and our team, you will bring your energy, leadership, and passion for early childhood education to help us shine even brighter.

Key Responsibilities

- Plan and deliver diverse, engaging activities and experiences tailored to children's interests and needs.
 - Supervise and actively engage children in indoor and outdoor activities that promote learning and wellbeing.
 - Provide leadership and guidance to educators, fostering excellence and ensuring compliance across the service.
 - Oversee administrative duties, including documentation and record-keeping.
 - Create a safe, supportive, and welcoming environment where children can explore and thrive.
 - Design and implement programs in alignment with the **Early Years Learning Framework (EYLF)**, **Queensland Kindergarten Learning Guidelines (QKLG)**, and **National Quality Framework (NQF)**.
 - Build positive relationships with children, families, and the wider school community.
 - Collaborate with school and service teams to achieve outstanding outcomes for children and families.
 - Maintain a clean, safe, and inviting learning space.
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Selection Criteria

To succeed in this role, you will need:

- A **Diploma in Early Childhood Education and Care** (or an ACECQA-approved equivalent).
 - Proven leadership experience within the early childhood sector.
 - Comprehensive knowledge of **Childcare Legislation**, including:
 - **National Quality Standards (NQS)**
 - **Family Assistance Law (FAL)**
 - **Early Years Learning Framework (EYLF)**
 - **Queensland Kindergarten Learning Guidelines (QKLG)**
 - Current **First Aid, CPR, Asthma, and Anaphylaxis qualifications**.
 - Current **Child Protection training** and a **National Police Check**.
 - Exceptional communication and interpersonal skills to engage positively with children, families, and staff.
 - A commitment to continuous improvement and compliance.
 - An alignment with the Christian ethos of the **Lutheran Church**.
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What We Offer

- Opportunities for **professional development** and career growth.
 - The chance to work with a **not-for-profit organization** that values and supports its employees, families, and children.
 - Access to an **Employee Assistance Program**.
 - Flexible working arrangements and incentives for the right candidate.
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About Lutheran Education Queensland

For over 50 years, **Lutheran Education Queensland** has been delivering exceptional early childhood and OSHC services. As a not-for-profit organization, we are dedicated to fostering children's development and wellbeing within a Christian environment. Our mission is to inspire lifelong learning and create best-practice programs that positively impact children's lives.

Apply Now

Are you an experienced educator passionate about providing children with the best possible start in life? **We'd love to hear from you!**

To apply, submit your **Cover Letter addressing the Selection Criteria** and **CV** via Seek using the "Apply Now" button by midday Tuesday, 28th January 2025.

We are an **equal-opportunity employer** and welcome applications from all qualified candidates.

Join Pacific ELC and help shape the future for children in our community!