



Dubbo  
Christian  
Preschool

# DCP EDUCATOR DIPLOMA/CERT III

Employment Package  
March 2024

[dubbocs.edu.au](http://dubbocs.edu.au)





# WELCOME

**Dubbo Christian Preschool is a non-denominational, not-for-profit Preschool established in 2008. It started with 12 children and has grown to its current size of about 120 children per week. Dubbo Christian Preschool is a Child Safe School.**

Dubbo Christian Preschool's mission is to provide foundational, play-based learning, filled with Christ's love and teaching.

All that we do must be done in the context of the truth contained in God's Word and educators are encouraged and challenged to contend with this notion and work towards truly faithful, Biblical programs and lessons. This is embedded throughout our assessment and planning cycle and Early Years Learning Framework.

The successful applicant will be required to work with the team to implement these frameworks in the Preschool.

Dubbo Christian Preschool is a Christian Education National (CEN) Preschool. This means it is committed to a parent-controlled governance model and the values of strong partnerships in the

delivery of a transforming and Biblically authentic approach to learning.

The heart of Dubbo Christian Preschool is found in partnership that is built on strong relationships between all the stakeholders in our community – the staff, the children, our parents, churches and the wider community. We aim to be an authentic learning community engaged in developing and nurturing children so that they are able to identify and develop their God given potential in all facets of their life.

Dubbo Christian Preschool is seeking Educators of Certificate III or Diploma to join our team in a Part time or Casual capacity.







Dubbo Christian Preschool is governed by an overarching company, Berakah Christian Education Ltd. (BCE). BCE operates Dubbo Christian School, Wellington Christian School (WCS) and Dubbo Christian Preschool (DCP). The BCE vision is "In partnership, to equip students with a distinctive and responsive education, to be transformational with a heart for Christ".

The Board embraces its responsibility of governing the BCE Schools, and in particular, ensuring that the strategic direction and operations of each School align with the BCE vision and the respective School missions. A key Board priority is confirming that School operations are grounded in the principles outlined in the [BCE Statement of Faith](#) and [Educational Charter](#) and that the organisation as a whole, protects and maintains its Christian distinctiveness.

## OUR VISION

In partnership, to equip students with a distinctive and responsive education, to be transformational with a heart for Christ.

## OUR MISSION

To provide foundational, play-based learning, filled with Christ's love and teaching.

## OUR CORE VALUES



**AUTHENTIC**



**COMMUNITY**



**FOUNDATIONAL**



# ABOUT DUBBO

**Dubbo is a flourishing regional city set in the heart of the Central West of New South Wales. Serving as a hub for major road and rail transport across New South Wales, Dubbo's population currently sits at over 55,000, and services a catchment of approximately 120,000 people in surrounding areas. The city's combination of beautiful rural landscapes, open spaces and urban amenities attracts both individuals and families to this region.**

Dubbo's real estate market is both varied and affordable, making it an ideal location for people wanting to leave the expense and commute times of larger cities. With good sporting, entertainment and recreational centres, Dubbo offers much toward a busy and active lifestyle for the whole family.

Dubbo provides excellent opportunities in education with over 20 private and public schools, and the Dubbo TAFE campus. It is also home to one of the four main campuses of Charles Sturt University. The Dubbo Base Hospital is also a teaching hospital and is affiliated with the University of Sydney's School of Rural Medicine.

Situated on the Macquarie River, Dubbo's region is home to many unique attractions, such as the Taronga Western Plains Zoo, Dundullimal Homestead, the Wellington Caves, and many more. Dubbo's Regional Airport connects with Sydney, Newcastle, Brisbane, Melbourne, and other regional airports, giving residents direct access to both city and country destinations.

Dubbo is located in a warm temperate climate zone. Summers are warm to hot, and winters are cool to cold. The town's location allows a large temperature variation during the year, with high summer temperatures, sometimes peaking above 40 °C, and colder sub-zero temperatures in winter.



**26,650**

LOCAL JOBS



**\$530,000**

MEDIAN DUBBO HOUSE PRICE



**150+**

AREAS FOR RECREATION



# DUBBO CHRISTIAN PRESCHOOL

Dubbo Christian Preschool is committed to nurturing young children in a biblical foundation. Carefully planned teaching and learning experiences strengthen a rich foundation between home and Preschool for our Pebbles (3 year-old) and Prep (4 year-old) children prior to entry into Kindergarten. Our Educators design learning experiences around each child's interests and with connections to the outcomes from the departmental Early Years Learning Framework (EYLF).

At our Preschool, children are taught about the life of Jesus and his teaching for everyone 'to love one another'. In this way, Jesus is made known to the very youngest of our children and hope is implanted right from the start.

Dubbo Christian Preschool is situated in close proximity to the K-2 section of Dubbo Christian School. This enables Prep children to participate in appropriate community and Kindergarten experiences which assist the transition to Early Stage One. Likewise, valuable information about each child is recorded and conveyed to future educators.





# SUCCESSFUL APPLICANT REQUIREMENTS

- have appropriate qualifications as an Educator
- have a current valid Working with Children Check
- have familiarity with the NSW Early Years Learning Framework (EYLF) or the demonstrated capacity to develop this
- have some degree of experience in Childcare settings
- be an active and passionate Christian, able to accept and live out the [BCE Statement of Faith](#)
- be able to develop, promote and protect a Christian ethos and culture of the Preschool through team oriented, collaborative Christian leadership as outlined in the DCP [Team Charter](#)
- demonstrate an understanding and appreciation of the Planning Cycle to understand the program
- demonstrate a passion for and skill in teaching
- be an effective team member, able to both accept and provide direction and support
- demonstrate the ability to implement and sustain change
- possess high level communication; analytical, administration and problem-solving skills



# POSITION DESCRIPTION

POSITION TITLE	DCP Educator
DEPARTMENT	Dubbo Christian Preschool
REPORTS TO	Preschool Director

## PRIMARY PURPOSE

The Educator (Cert III/Diploma) is an integral part of the Preschool based team and works in partnership with, and under the direction of the Director and/or Room Leader (ECT/Diploma). The Room Leader in charge for the day, may vary the specific responsibilities, but in all cases it is expected that a cooperative and collaborative team will be formed under the direction and guidance of the relevant staff members.

The Educator (Cert III/Diploma) is to contribute to the provision of a quality educational service with the preparation of experiences and enhancement of the learning process with assistance and support from the Room Leader. This includes both the preparation of learning material for the learning environment and supporting children throughout the day.

## ESSENTIAL CRITERIA

- Cert III of Early Childhood Education and Care or equivalent, or Diploma of Early Childhood Education and Care or equivalent
- A committed Christian and active member of a church
- Demonstrated ability or experience to perform as an Educator
- Ability to work in a team and maintain a positive and professional approach to children, co-workers and other members of the Preschool community
- Demonstrated proficiency and competence in the use of technology to enhance educational outcomes
- High level of interpersonal and communication skills
- WWCC



## DESIRABLE CRITERIA

- First Aid Qualification HLTAID012
- Basic knowledge of Workplace Health and Safety

## PERSONAL ATTRIBUTES

- A commitment to the Preschool's Vision, Mission and Christian perspective
- Commitment to contribute to the wider Berakah community
- Well-developed written, oral and organisational skills
- A commitment to the Preschool's Child Safe Standards
- Demonstrated resilience and use of initiative
- A commitment to ongoing personal professional development and best practice
- The ability to be discreet and maintain confidentiality

## KEY RESPONSIBILITIES

Concerning their appointment, the Educator (Cert III/Diploma) will be accountable to the Director or Responsible Person In Charge and the Room Leader. The Room Assistant (Diploma) contributes to the following areas of responsibility:

### MAIN DUTIES FOR CERT III/DIPLOMA

- Ensuring a safe environment is maintained for children and employees
- Ensuring that records are maintained accurately for each child
- Greet the children and parents on arrival and departure
- Ensuring adherence to the policies and procedures
- Modelling and supporting developmentally appropriate social behaviour and skills while interacting with children
- Assist in the preparation of the learning environment, teaching materials and outdoor equipment for the daily activities
- Contribute to the safety, wellbeing and pastoral care of children
- Assist children with behaviour guidance strategies

### ADDITIONAL DIPLOMA DUTIES

- As required, in the absence of Room Leader, assume the role of Room Leader

- Communication between home and the Preschool is the responsibility of Room Leaders (ECT/Diploma) or Director. Educators under the Room Leader's direction can assist by providing information to them in identifying and sharing observations regarding the child's learning needs
- Provide learning support and pastoral care
- Support the development of an Individual Learning Plan (ILP)

## ADMINISTRATION / DUTIES

- Observe and document with reference to the National Quality Standards and EYLF, considering the developmental needs, interests and abilities of the children
- Use technical skills to operate appropriate office equipment, including photocopier, computer and laminator to prepare educational resources
- Under the direction of a Room Leader (ECT/Diploma) or Director, assist with the preparation and maintenance of the learning environment, which may include: cleaning, maintaining equipment, materials and resources for use in classes, displays and experiences

### PROFESSIONAL ENGAGEMENT

- Display a high level of professional conduct
- Regularly attend and participate in staff meetings
- Participate in ongoing staff coaching and professional development

## HOURS OF DUTY

This position is available for both Part-time and Casual work. Specific weekly hours and annual leave entitlements are in keeping with similar positions in other institutions and will be documented in the Letter of Offer.









# APPLICATION PROCESS

Applications for the position of DCP Educator at Dubbo Christian Preschool should be made through the submission of an [Application Form](#) (found on the DCS website under [Employment](#)).

Applications should be emailed to: [hr@dubbocs.edu.au](mailto:hr@dubbocs.edu.au)



# SELECTION TIMELINE

Applications close on **Tuesday 2 April 2024**.



A shortlist will be prepared and shortlisted candidates will be notified before **4 April 2024**.



It is expected that interviews will commence in early April.



It is intended that the successful applicant commence employment in April 2024.







## For more information

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If you are interested in finding out more about Dubbo Christian Preschool, or would like to take the opportunity for a school tour, please do not hesitate to contact us or drop in to visit.

**Phone** (02) 6882 0205

**Email** [preschool@dubbocs.edu.au](mailto:preschool@dubbocs.edu.au)

**Address** 141 Sheraton Road, Dubbo, NSW 2830