



Teaching Director Hurstville 38 hours/week

CASS Care Ltd is a multi-disciplined community services provider, with “CASS”, as our brand name, which is commonly known in the community. We are active in the provision of a comprehensive range of social welfare services, catering the needs from cradle to seniors, including residential aged care, home ageing, disability, settlement and health, employment and training, child care and many more community-based services. We are seeking an enthusiastic and highly skilled person to fill the above position in our child care services.

Position Summary:

CASS Gumnut Early Learning Centre - Hurstville is a community-based long day care centre operated by CASS Care Ltd. This position is responsible for the overall operations of the centre and all aspects of administration and maintenance to ensure a high quality service is provided to suit the needs of all parents and stakeholders. The successful candidate must have the ability to create interesting and stimulating environment for children and will be expected to lead, guide and support a team to work towards achieving a high quality education and implement processes that support children in the early years of their development.

Main Duties and Responsibilities:

- (1) Lead the overall operation of the Centre in compliance with the Education and Care Services National Law (2010), Education and Care Services National Regulations (2011), National Quality Standard, Child Safe Standards, Child Protection legislation, WHS requirements, and all other statutory obligations;
- (2) Work directly with children and educators to plan, implement and evaluate educational programs aligned with the Early Years Learning Framework (EYLF) and My Time, Our Place (MTOPI);
- (3) Oversee the Quality Improvement Plan (QIP), support the service through the Assessment and Rating process, and drive continuous improvement;
- (4) Foster positive relationships and effective communication with children, families, staff and the broader community;
- (5) Implement the organisation’s policies and procedures and maintain a safe, inclusive and child-focused environment.

Selection Criteria:

Essential	Desirable
<ul style="list-style-type: none">• Diploma of Early Childhood Education or above with at least 3 years’ experience in child care setting;• Accredited Child Protection Training, CPR, First Aid, Asthma and Anaphylaxis Management Training certificates;• Ability to plan, implement and evaluate early childhood programs as required by EYLF and vacation care programs as required by MTOPI;• Sound understanding of National Education and Care Services Regulations, as well as Child Safety Standards;• Experience in the QIP & the Assessment and Rating process;• Effective leadership & management skills;• Excellent verbal and written communication skills;• National Police Certificate; and• Working with Children Check.	<ul style="list-style-type: none">• Good computer literacy;• Knowledge of Child Care Subsidy System (CCSS) software;• Experience in not-for-profit setting;• Food Safety Supervisor.

CASS Gumnut Early Learning Centre is committed to promoting a safe, inclusive and supportive environment for all children. We uphold the Child Safe Standards and maintain zero tolerance for child abuse, ensuring all staff meet child safe recruitment requirements including a valid Working with Children Check.





- Salary Packaging is Available;

- Discount child care fees are available for CASS's long day care, before and after school and vacation care services;
- Ongoing professional training and development;
- Good working conditions and environment.

How to Apply:

Applications in writing providing detailed resume, responses to the above requirements are to be forwarded to: Ms. Vickie Xu, Executive Officer/Human Resources Management, CASS Care Ltd, 44-50 Sixth Avenue, Campsie NSW 2194 or via email to recruitment@cass.org.au.

For enquiry, please contact Ms. Sarah Kim on (02) 9718 3999.

Only shortlisted applicants for interview will be notified.

