



KINROSS WOLAROI
— SCHOOL —

Pre-Kinder Assistant Permanent, Part Time

Candidate Information Pack

Closing Date: 11 October 2026

September 2026



About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational, independent day & boarding school of the Uniting Church. The School has a proud tradition of educating young people in its regional context and has been doing so for more than 140 years.

With a strong history of excellent academic results along with a diverse co-curricular program, Kinross Wolaroi School is a non-selective school with approximately 1,000 students enrolled (including more than 330 boarders in Years 7 to 12), located in the regional city of Orange, NSW. We firmly believe that the enjoyment of learning and the wellbeing of our students are paramount. Our students learn to think independently and develop a sense of authenticity that will be valuable in a world that is constantly evolving.

The School has two main campuses. The main campus, called *Wolaroi*, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys' boarding. A second campus, called *PLC*, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in Pre-K to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

For more information on our School, please visit www.kws.nsw.edu.au.



POSITION OBJECTIVES & RESPONSIBILITIES

Pre-Kinder caters for children in the year before starting school and allows them to develop individually in an atmosphere of care and acceptance.

Pre-Kinder provides a learning environment which encourages each child to:

- Take an active role
- Successfully interact with peers and adults
- Use all of one's senses to explore and learn
- Use self-expression and effective communication through language, dramatic play and the arts
- Develop positive attitudes towards oneself and others
- Develop competence
- Develop confidence in oneself

Our Pre-Kinder is a vibrant and exciting place to begin schooling at Kinross Wolaroi School and provides a smooth progression to our Kindergarten classes. Our curriculum is based on the NSW Education Standards Authority syllabus. This framework forms the foundation for ensuring children in an early childhood education setting experience quality teaching and learning.

Central to our curriculum is our belief in the value of play. We recognise play as being the most valuable context in which children learn cognitively, socially and emotionally. Positive play experiences during the pre-school years can lay strong foundations for the years ahead. Our programmed activities support the value of play as well as providing important school readiness skills.

Duties related to the position include, but are not limited to the following:

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| • Executive Director, Head of Junior School | • Director, Assistant Head of Junior School |
| • Director of Pre-Kinder | • Staff |
| • Pre Kinder Staff | • Parents |
| • Parents | |



POSITION DESCRIPTION

Duties related to the position include, but are not limited to the following:

Key Word	Duties
<i>Pre-Kinder Support</i>	• Assist educators in implementing daily learning experiences and play-based activities. • Support children to participate positively in educational programs and routines. • Foster a safe, nurturing and inclusive learning environment for all children. • Assist children with transitions between activities throughout the day. • Encourage children's independence, confidence and social development. • Assist with setting up and packing away learning materials, equipment and resources. • Support children during indoor and outdoor learning experiences. • Assist in monitoring children's wellbeing and report concerns to the Director of Pre-Kinder. • Accompany children to specialist lessons, assemblies, library visits and school events as required. • Assist with morning tea and lunch supervision. • Support children with personal care needs where required and appropriate. • Ensure classrooms and learning spaces are clean, organised and appropriately prepared for daily activities. • Assist with maintaining displays, learning environments and educational resources. • Assist with supervision during excursions, incursions and school activities. • Adhere to all child protection, wellbeing and safeguarding requirements.
<i>Administration</i>	• Prepare and distribute weekly programs, excursion notes, newsletters and parent communications. • Assist with digital journal and portfolio collation. • Maintain student records, attendance information and documentation as directed. • Prepare learning resources, teaching materials and classroom displays. • Assist with photocopying, laminating and resource preparation. • Support the organisation and maintenance of classroom supplies and inventory. • Collect, file and maintain documentation in accordance with School requirements. • Assist with excursion administration and permission documentation. • Respond to routine enquiries from parents and staff in a professional and timely manner. • General administration duties as required.



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Key Word	Duties
<i>Health, Safety and Compliance</i>	• Maintain current Working with Children Check clearance and all mandatory certifications. • Comply with all Child Protection, WHS and School policies and procedures. • Follow student medical, allergy, behaviour and learning support plans as directed. • Report hazards, incidents, injuries and child safety concerns promptly. • Contribute to maintaining a safe, healthy and hygienic environment for children and staff.
<i>Collaboration and Communication</i>	• Work collaboratively with the Director of Pre-Kinder and other staff members. • Build positive and professional relationships with children, families and colleagues. • Participate in staff meetings, professional learning and School events as required. • Communicate effectively with staff regarding student wellbeing, learning and daily operations. • Support the values, mission and culture of Kinross Wolaroi School.
<i>General</i>	Attend to any other matters thought appropriate for the position and consistent with the skills of the incumbent as directed by the Head of the Junior School, Director of Pre-Kinder and the Executive Director, Corporate & Governance.

Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

Reporting

In all matters concerning their employment, all employees are ultimately responsible to the Principal. However for practical purposes, these functions are delegated to the Executive Director, Head of Junior School. For day-to-day operational matters the position will be responsive to the directions of the Director of Pre-Kinder.



SELECTION CRITERIA

General Expectations for staff at KWS:

- Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees.
- Willingness to support the Mission and Values of KWS.
- Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and professionally attire.
- Take an active interest in the general life of the School – supporting policies, procedures, aims and objectives to facilitate the day-to-day operation of, and promote a high quality of education within, the School.
- Attend staff meetings and training when required.
- Ensure all students and parents are provided with a quality service in a timely, efficient, and friendly manner.
- Maintain professional confidentiality concerning information about staff and/or students and their families.
- Ensure that all documents are prepared and presented in accordance with the School's Style Guide.

Essential Knowledge, Skills and Attributes

- Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.
- High degree of discretion, initiative, and personal organisation.
- Ability to remain calm under pressure.

Essential Professional Criteria

- Qualification in Early Childhood Education
- Experience working with children with a diverse range of needs
- Current First Aid certificate
- Current Asthma and Anaphylaxis certificates
- Energy, enthusiasm and a passion for assisting students with learning
- Effective time management skills
- Good oral and written communication skills



Working with Children Clearance

The *Child Protection (Working with Children) Act 2012* (NSW) applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at KWS.

Workplace Health & Safety

- Be informed of and comply with WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).
- Observe Kinross Wolaroi School WHS Protocol.
- Identify WHS information and training needs for self.
- Be involved in WHS projects according to priorities set by consultative processes and management direction.
- Comply with WHS initiatives as directed and agreed with management and consultative processes.
- Comply with safe work procedures as instructed by supervisor or manager.
- Comply with legal and reasonable instructions from employer representatives.
- Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.



APPOINTMENT CONDITIONS

Employment will be offered on a permanent, part-time basis, with the start date to be negotiated.

The role entails working (2) two days a week, from 8:00am to 4:06pm, totalling 15.2 hours per week.

Currently, the schedule is set for Thursday & Friday, but this may be adjusted based on the School's needs.

The terms and conditions of employment are governed by the *Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement (2025)*, as varied or replaced from time to time. The successful applicant will be classified and remunerated in accordance with the applicable classification provisions of the Agreement, having regard to their qualifications and experience

Employment will be offered subject to a period of probation, defined as six months in accordance with the *Fair Work Act 2009 (Cth)*.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position, you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.

APPLICATION

To make a confidential enquiry about the position, please contact the Human Resources Department on recruitment@kws.nsw.edu.au.

To apply for this exciting role, please submit the following to recruitment@kws.nsw.edu.au:

- **A cover letter** outlining your overall suitability for the position, including insights into who you are and what you have achieved during your career. Please ensure your cover letter addresses the Essential Knowledge, Skills and Attributes as well as the Essential Professional Criteria.
- **A Curriculum Vitae (CV)** clearly outlining your qualifications (including the institution and the date completed), career history and current contact details.

Please include at least two referees at the end of your CV with their name, current position and contact details.

Referees will not be contacted without your prior agreement.

Preferred applicants will be screened in accordance with Child Protection legislation.