Position Description

Title	Educator
Position Location	Various
Reports to	Director
Direct Reports	Nill
Classification	C&K Children's Services Enterprise Agreement

The Creche and Kindergarten Association Limited (C&K) is a not-for-profit early childhood provider with more than 320 early childhood education and care (ECEC) centres located across Queensland.

Our purpose is to nurture and inspire children to succeed in an ever-changing world. This is at the forefront of everything we do.

C&K's vision is to be *a place where every child flourishes*.

Our values:

- *we put children first*
- *we respect all people and each other*
- *we work with integrity and strive for excellence in everything we do*

These underpin the way we work with children and families, communities, colleagues and partners.

Child Protection and Safeguarding is a shared responsibility at the Creche & Kindergarten Association – across leadership, governance, employees, volunteers and families. As a signatory to the Queensland Statement of Shared Commitment, C&K recognises that every interaction counts in creating an environment where children feel safe, secure and self-confident. All employees at C&K embrace this safeguarding culture and enforce our zero tolerance for any abusive or inappropriate actions. They do this by creating inclusive, culturally safe and nurturing environments where children are empowered to thrive through quality relationships and voice their perspectives with confidence, knowing that they will be heard and taken seriously. Our recruitment processes reflect these child-safe commitments and are designed to identify the most suitable and qualified persons to work with children and facilitate a child-safe environment.

We reinvest our surplus to benefit children and families disadvantaged in their access to early childhood education. This includes children with additional needs and children and families in rural, remote, Aboriginal and Torres Strait Islander and disadvantaged communities.

Purpose	To assist with the implementation of a quality care and education program for the allocated group of children.
Key accountabilities	**Education and Practice:** • Develop a thorough understanding of C&K's Listening & Learning Together and engage in a collaborative curriculum approach • Assist in the implementation of C&K's Listening & Learning Together, with the Early Years Learning Framework, by contributing to documentation that makes each child's learning visible (e.g. portfolios), undertaking assessment, engaging in reflective practice and collaborative partnerships to enrich children's learning

	• Participate in all care and education duties as required with all children at the service • Be aware of the Lead Educator's daily and weekly planning and objectives and assist with planning to meet these objectives • Contribute reflections and suggestions for planning and implement programs as directed • Develop an understanding of relevant legislation, frameworks, C&K policies, procedures and guidelines to ensure the service meets all compliance obligations. • Undertake general cleaning tasks to maintain overall cleanliness of the room and service (i.e. sweeping/vacuuming floors, mopping floors, wiping tables, cleaning toilets) **Relationships with children:** • Promote the development of secure relationships with babies/toddlers assigned by assuring primary and continuity of care. Relate to infants and toddlers in a calm, caring, nurturing, soothing manner, responding to all cries, babbles, and talks, using appropriate child guidance techniques at all times. Stay involved with children at all times during the day. • Treat all children with dignity and respect, embracing each child's unique family and background maintaining an environment that is tolerant and respectful of child and family cultures, values and differences. Assist Non-English speaking families. • Demonstrate the ability to guide children's behaviour in a positive way and encourage children to interact with others with care, empathy and respect **Personal accountability:** • Implement all child protection, health and safety policies and procedures and take all reasonable care to ensure actions do not impact on the health and safety of employees, children and visitors. • Exemplify personal drive and integrity – take personal responsibility for meeting objectives, showing initiative and committing energy to see that goals are achieved • Work cooperatively, ethically and respectfully with other educators, and support each other's professional development. • Contribute to the continuous improvement of the service through reflective practice and as directed by the director/ coordinator and educational leader. • Demonstrate resilience and professional conduct under pressure and scrutiny and show strong commitment to professional learning and self-development • Model C&K values and demonstrate standards of excellence in professional practice and ethical behaviour
Key Selection Criteria	**Qualifications:** • Certificate III in Children's Services (or equivalent qualification) or be enrolled and studying towards • National Child Safety Training **Education and Practice:** • An ability to support, assist and implement a planned program, ensuring the needs of individual children and the group are met • An ability to document observations of children's learning behaviour and development • A developing understanding and working knowledge of theories of early childhood development • A developing understanding of the provision of a safe, engaging, well planned indoor and outdoor learning environment • An ability to contribute to and engage in professional discussion and team collaboration • Contribute to the continuous improvement of the service through reflective practice and as directed by the director/ coordinator and educational leader.

Relationships with children:

- Demonstrated or developing experience in providing practical guidance and interaction that ensures quality outcomes for children
- Demonstrated experience building and maintaining positive relationships with families that supports each child's needs

Personal accountability:

Evidence of demonstrated or developing experience that shows:

- Initiative and strong sense of personal responsibility for meeting objectives and managing health and safety risks;
- Models professional and ethical behaviour;
- Commits to personal development; and
- Displays courage in the provision of advice and decision making.

Additional information

The successful applicant will be required to: Hold a positive notice (Blue card) working with children check; National Child Safety Training – Foundation Certificate; current First Aid and CPR, Asthma & Anaphylaxis. The information above is not intended to be an all-inclusive list of the responsibilities of the job described. Rather, they are intended only to describe the general nature of the job. C&K is a growing organisation; to support the vision for the business it is expected that the incumbent will evolve the position over time in alignment with the dynamic nature of the business and the region.

Workplace Health and Safety

Physical Job Demands Profile	
Physical Factor	**Frequency and Duration**
Standing and/or walking	**Frequent** - performed for 1/3 to 2/3 of work day, 101-500 repetitions per day, or 11-63 repetitions per hour
Sitting	**Constant** – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour
Lifting	**Occasional** – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Carrying	**Occasional** – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Pushing and/or pulling	**Occasional** – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Climbing	**Rare** – performed for less than 5% of a work day or less than once per day e.g. once per week
Bending and twisting	**Occasional** – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Kneeling, crouching and squatting	**Occasional** – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Reaching	**Occasional** – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Handling and gripping – low items	**Constant** – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour
Handling and gripping – high exertion	**Rare** – performed for less than 5% of a work day or less than once per day e.g. once per week

Cognitive Job Demands Profile	
Cognitive and Psycho-Social Factors	**Frequency and Duration**
Cognitive processing	**Constant** – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour
Exposure to time pressure, changes to work direction and/or reduced personal control of work	**Constant** – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour

Exposure to emotional situations	**Occasional** – performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Communication	**Constant** – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour
Responsibility	**Constant** – performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour