

# Position Description

<b>Title</b>	Apprentice Group Leader
<b>Position Location</b>	Various
<b>Reports to</b>	Director
<b>Direct Reports</b>	Nil
<b>Classification</b>	C&K Children's Services Enterprise Agreement
<p>The Crèche and Kindergarten Association Limited (C&amp;K) is a not-for-profit early childhood provider with more than 350 early childhood education and care services located across Queensland. C&amp;K acknowledges that each child and family have unique early education and care requirements and so we provide a range of different programs including childcare, kindergarten, limited hours and outside school hours' care.</p> <p>C&amp;K reinvests our surplus to benefit children and educators across all C&amp;K services. We are committed to, and working hard to deliver on our vision - <i>to guide children's learning journey and maximise their life outcomes</i> - while providing additional support and care to families and the wider community.</p> <p>C&amp;K's guiding principle is that <i>children come first</i>. The C&amp;K team aims to ensure this principle is at the forefront of everything we do.</p> <p>Our values of: Integrity, Respect, Collaboration, Courage and Safety underpin the way that we work with our colleagues, partners, children, families and communities. These values guide us in building strong working relationships and help us to promote a working environment where our people are engaged, feel valued and are committed to C&amp;K.</p>	
<b>Purpose</b>	The primary purpose of this position is to provide annual leave, sick leave, non-contact and roster day off relief for the staff at the Apprentice's host service. Additionally, the Apprentice must provide leadership for the development and implementation of a quality care and education program for young children.
<b>Key accountabilities</b>	<p>In Addition to the Position Responsibilities of a childcare assistant:</p> <p><b>Position Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Consulting with parents and the childcare assistant, to implement an age appropriate and inclusive program responsive to the needs and interests of individual children</li> <li>• Listening &amp; Learning Together implementation (e.g. making children's thinking and learning visible – portfolios and documentation, engaging in reflective practice, assessment to enrich children's learning and creating collaborative partnerships)</li> <li>• Provide child centred programs that meet all requirements under the NQF</li> <li>• Contribute to the documentation of individual children's learning by using a variety of observation techniques, meeting all requirements under the NQF</li> <li>• Engaging in reflective practice regarding the program being provided for the children</li> <li>• Providing feedback, information and discussing issues of concern with the director which could contribute to the improvement of the program delivered to families</li> <li>• Sharing information with parents, about the learning, development and emerging interests of their children</li> </ul>

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- Evaluate the program and its effectiveness on a regular basis
- To be responsive to children's individual care routines such as sleep, toileting and meals
- To provide comfort and reassurance to children and parents on separation from each other
- Demonstrate empathy to attitudes and feelings of the parents leaving their child at the centre
- To develop an environment which is relaxed, home-like, aesthetically pleasing and a safe environment for children, their families and other educators
- To build a genuine rapport with families while encouraging the establishment of partnerships
- Develop and maintain an effective team work relationship with other educators and the centre Director(s)
- Provide direction and support to the assistants, students and volunteers and consult with them regarding the goals and functioning of the program
- Ensure assistants, students and volunteers are using appropriate and effective ways of interacting with and communicating with children
- Follow the C&K grievance procedure
- To share all duties involved with the care and education of the children with the assistant whilst maintaining direct responsibility for planning and implementing the program
- Encourage assistants to be actively involved in the keeping of children's developmental and learning records
- Actively participate in staff meeting and training opportunities as required
- Share your professional knowledge and experience with other educators while respecting and acknowledging that of others
- Undertake other duties as requested by the centre director
- Maintain direct and open communication channels with other educators
- Supervise students and volunteers in accordance with their educational institutional requirements and C&K policies and procedures
- Liaise with the centre Director about the program goals and be prepared to share your program with other educators for review to respect the individuality of each child
- Ensure meaningful interaction and communication occurs with each child throughout the day
- Monitor closely children who are experiencing difficulty, and after due consultation with the director and parents, enlist the assistance of support agencies available in the community
- Ensure that children's behaviour is supported in accordance with C&K policy
- Ensure that children are actively supervised at all times
- Consult with the director on any matters of concern regarding any child or their family
- Maintain confidentiality at all time, regarding information of a child or their family
- Work within and support the philosophy of C&K and that of the centre
- Ensure all families are treated with respect and be inclusive of different cultures, religious beliefs
- Encourage parent participation in the children's program
- Instigate regular discussions with parents to share information about the child and maintain records of these
- Attend and actively participate in parent meetings and other centre events where possible
- Ensure that environments and resources are kept in a safe hygienic condition
- Participate in daily preparation of materials and environments
- Notify the centre Director or Assistant Director of any items that are unsafe or require maintenance
- After consultation with the centre Director or Assistant Director, dispose of any unsafe materials
- Comply with all C&K's policies at all times
- Ensure a sound understanding and comply with C&K's philosophy and vision
- Maintain records accurately and on a timely basis as required by C&K Management
- Ensure a sound understanding of the ECA Code of Ethics
- Maintain centre records as required by management
- Actively promote and maintain a positive image of the centre and C&K
- Actively contribute to the Quality Improvement process

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	<ul style="list-style-type: none"> <li>To build rapport with families while encouraging the establishment of partnerships</li> <li>To promote the centre and C&amp;K to the local community</li> </ul> <p><b>Organisational Responsibilities:</b></p> <ul style="list-style-type: none"> <li>To comply with all C&amp;K policies and procedures at all times</li> <li>A commitment to meeting and exceeding customer expectations</li> <li>To adopt and embrace the organisation's values</li> <li>To recognise and acknowledge the constraints that affect C&amp;K and assist in making in necessary changes</li> <li>To ensure the environment is kept in a safe and hygienic state at all times</li> <li>To promote C&amp;K to the local and wider communities</li> <li>A commitment to work as an effective team member</li> <li>To assist team members in understanding and responding to challenges, change and conflict</li> <li>To ensure that all communication is completed in a professional and polite manner</li> <li>To follow and practice correct fire and emergency evacuation procedures</li> </ul> <p><b>Special Conditions:</b></p> <ul style="list-style-type: none"> <li>Apprentices will initially be available for any relief / float work (over time we envisage the majority of their time will be spent on relieving scheduled RDOs and annual leave) in their host service.</li> <li>As part of the training contract, each Apprentice is allocated 'release time' each week (exact hours will be confirmed by the training College in writing – approximately 4 hours on average each week based on FT hours). There are terms and conditions regarding this allocated time.</li> <li>Apprentices may be required to attend certain professional/support days to support their training and for networking etc.</li> <li>Apprentices may be required to attend online learning events as part of the program.</li> <li>It is envisaged that the Apprentice will work as a Group Leader for the majority of the time, however they will also be required to work as an Assistant where required</li> <li>Many other additional benefits will be discussed at interview level</li> <li>The Apprentices will only initially be employed for a nominal duration of their Apprenticeship (which is anticipated to be approximately 2 -3 years, depending on the mode and year they obtained their Certificate III)</li> </ul>
<p><b>Key Selection Criteria</b></p>	<p><b>Qualification:</b> Certificate III in Children's Services (or equivalent qualification)</p> <ul style="list-style-type: none"> <li>Must meet Apprenticeship eligibility criteria</li> <li>Must be committed to study and complete a Diploma in Children's Services and continue to progress</li> <li>Must have completed a Certificate III in Children's Services (or equivalent)</li> <li>Demonstrated flexibility and understanding</li> <li>Experience working within the area of special needs is desirable but not essential</li> <li>An ability to implement a planned program, ensuring the needs of individual children and the group are met</li> <li>An ability to set and achieve work goals, yet maintain flexibility</li> <li>Must have well developed interpersonal, oral and written communication skills</li> <li>A developed understanding of theories of early childhood development</li> <li>A developed understanding of the provision of a safe, well planned indoor and outdoor learning environment</li> <li>A developing knowledge of accreditation, relevant Government Acts and regulations, and the ECA Code of Ethics and the rights of the child</li> <li>An awareness of parenting issues in relation to childcare</li> <li>An understanding of 'inclusion'</li> <li>Must possess an enthusiastic attitude towards the care and education of young children</li> </ul>

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- Must serve to promote social justice and equity by demonstrating an attitude of acceptance and respect for all children and their families
- Must possess empathy for the individual needs and desires of the child and their families
- A demonstrated commitment to continuing professional and personal development
- Must be willing to become familiar with the relevant Government Acts and Regulations and the ECA Code of Ethics

#### Additional information

As a condition of employment with C&K, all employees are required to have 1st and 2nd COVID Vaccinations.

The successful applicant will be required to travel, as necessary. Hold a positive notice (Blue Card) working with children check; current First Aid and CPR; and a current driver's licence. 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	<b>Frequent</b> - performed for 1/3 to 2/3 of work day, 101-500 repetitions per day, or 11-63 repetitions per hour
Sitting	<b>Constant</b> - performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour
Lifting	<b>Occasional</b> - performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Carrying	<b>Occasional</b> - 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	<b>Occasional</b> - performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Climbing	<b>Rare</b> - performed for less than 5% of a work day or less than once per day e.g. once per week
Bending and twisting	<b>Occasional</b> - 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	<b>Occasional</b> - performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Reaching	<b>Occasional</b> - 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	<b>Constant</b> - 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	<b>Rare</b> - 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	<b>Constant</b> - 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	<b>Constant</b> - 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	<b>Occasional</b> - performed for up to 1/3 of work day, or 1-100 repetitions per day, or 1-12 repetitions per hour
Communication	<b>Constant</b> - performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour
Responsibility	<b>Constant</b> - performed for more than 2/3 of work day, or more than 500 repetitions per day, or more than 63 repetitions per hour

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The Creche & Kindergarten Association Limited  
ABN 59 150 737 849