Position Description

Title	Assistant
Position Location	Various
Reports to	Director
Direct Reports	Nil
Classification	C&K Early Childhood Education 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	The Assistant is responsible for implementing a quality care and education program for young children.
Key accountabilities	**Position Responsibilities:** • Work according to all of C&K's policies, procedures and standards as covered in the relevant Agreement • Develop a thorough understanding C&K's Listening & Learning Together and engage in a collaborative curriculum approach • Assist in the implementation of C&K's Listening & Learning Together and the documentation that supports this to ensure that it makes each child's learning visible through portfolio's, engages in

	reflective practice, undertakes assessment to enrich children's learning and creates collaborative partnerships • Participate in all care and education duties as required with all children at the centre • Support all Educators to work according to C&K's policies and procedures • Actively participate in staff meetings, training and centre events as required • Oversee the supervision of students within the service • Develop and maintain open and collaborative relationships with all families • Encourage and support parent participation within the program • Act as an advocate for early childhood leadership within your service and the wider community • If working in a Kindergarten and Diploma qualified, act as the Certified Supervisor for a C&K Branch Service in the absence of the Director/Teacher. (**see Note**) **Organisational Responsibilities:** • To comply with all C&K policies and procedures at all times • A commitment to meeting and exceeding customer expectations • To adopt and embrace the organisation's values • To recognise and acknowledge the constraints that affect C&K and assist in making in necessary changes • To ensure the environment is always kept in a safe and hygienic state • To promote C&K to the local and wider communities • A commitment to work as an effective team member • To assist team members in understanding and responding to challenges, change and conflict • To ensure that all communication is completed in a professional and polite manner • To follow and practice correct fire and emergency evacuation procedures
Key Selection Criteria	**Qualifications:** Certificate III in Children's Services (or equivalent qualification) or be enrolled and studying towards • An ability to implement a planned program, ensuring the needs of individual children and the group are met • An ability to document observations of children's behaviour and development • A developing understanding of theories of early childhood development • A developing understanding of the provision of a safe, well planned indoor and outdoor learning environment • An ability to work as an effective team member and to support the teacher • Well-developed interpersonal oral and written communication skills **Educational Program and Practice:** • Demonstrates an understanding of and the ability to assist with the implementation of C&K Listening & Learning Together Curriculum • Demonstrates an understanding of The Early Years Learning Framework • Assists with planning, documenting and implementing a program for each child taking into account their strengths, capabilities, culture, interests and experiences • Assists with monitoring, recording and evaluating children's learning and experiences and make adjustments to the program where necessary • Contributes to each child's C&K learning portfolio • Supports and guides children's behaviour in positive ways • Ability to work with and support children with additional needs • Demonstrates recognition, acceptance and respect towards Australia's first people – Aboriginal and Torres Strait Islander people • Assists with the implementation of experiences and the provision of an environment which aims to increase children's knowledge and understanding of Australia's first people **Children's Health and Safety:**

- Is responsive to each child's health needs (i.e. illness, injury, allergies, medical management plans, the administration of medication) according to C&K guidelines
- Implements and encourages effective hygiene practices
- Takes appropriate steps to control the spread of infectious diseases
- Implements strategies to encourage healthy eating
- Provides experiences, conversation and routines which promote health and safety
- Assists with providing appropriate experiences and resources to encourage physical activity and development
- Demonstrates an understanding of C&K WH&S policies and procedures
- Understand what action needs to be taken when there is a suspected case of harm
- Understands the importance of and the action required if a safety risk and hazard is identified
- Assists in the completion of quarterly WH&S inspections by the required time frames
- Demonstrates effective supervision skills of children
- Participates in and provides feedback to emergency evacuation drills practised at the centre
- Is a role model of C&K policies and protection relating to sun safety

Physical Environment:

- Implements related C&K policies and service specific strategies to ensure furniture, premises and children's equipment are safe, clean and well maintained
- Assists in creating an environment which is inclusive, promotes competence, independence, exploration and learning through play
- Provides an opportunity for children to take risks in a safe environment Assists in creating learning spaces which encourage children's thinking, problem solving and creativity
- Assists in creating indoor and outdoor play spaces which encourage children to learn and connect with nature

Staffing:

- Communicates effectively & works collaboratively with colleagues
- Supports a positive team environment based on trust, respect and honesty
- Ensures professional standards guide practice, interactions and relationships
- Interactions and relationships with colleagues convey respect, equity and displays recognition of each other's strengths and skills
- Contributes to and participates in discussion at team meetings
- Acknowledges and values the personal strengths, professional experience and diversity of colleagues

Relationship with Children:

- Relationships and interactions with children are genuine, warm and responsive
- Engages in interactions with children which are meaningful that supports learning
- Encourages children to interact with others with care, empathy and respect
- Demonstrates the ability to guide children's behaviour in a positive way
- Respect each child's needs, background, culture and abilities
- Treats all children equitably

Collaborative Partnerships with Families and Communities:

- Displays a high level of customer service skills
- Effectively communicates and demonstrates the ability to form collaborative relationships with families
- Takes part in genuine meaningful conversations with families about children's learning
- Regularly attends C&K events and conferences
- Listens ask questions & invites families to share ideas about their child's learning Assists in the review of service philosophy and goals
- Assists in providing learning experiences for children which raises their understanding of sustainability

Leadership and Service Management:

- Demonstrates a support of C&K's values, goals and objectives
- Demonstrates knowledge and understanding of C&K policies and procedures
- Assists in creating a welcoming environment
- Develops a rapport with a diverse range of people
- Displays good interpersonal skills
- Collaborates with team members for in-house professional development
- Displays a good level of oral, written and presentation skills

System Software Competencies:

- KIOSK
- Blackboard Collaborate
- C&K's online learning system
- Use of technology to enable effective implementation of the Listening & Learning Together curriculum

Additional information

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, 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