

Position Description

Title	Inclusion Support Assistant
Position Location	Various
Reports to	Director
Direct Reports	Nil
Classification	C&K Children's Services Enterprise Agreement (Long Day Care) or C&K Early Childhood Education Enterprise Agreement (Kindergarten)
<p>The Childcare and Kindergarten Association Limited (C&K) is a not-for-profit early childhood provider with more than 350 early childhood education and care (ECEC) centres located across Queensland.</p> <p>Our purpose is to nurture and inspire children to succeed in an ever-changing world. This is at the forefront of everything we do.</p> <p>C&K's vision is to be Queensland's pre-eminent provider of early education and care.</p> <p>Our values:</p> <ul style="list-style-type: none"> • <i>we put children first</i> • <i>we respect all people and each other</i> • <i>we work with integrity and strive for excellence in everything we do</i> <p>These underpin the way we work with children and families, communities, colleagues and partners.</p> <p>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.</p>	
Purpose	<p>The Inclusion Support Assistant is responsible for facilitating the inclusion of all children in the service environment in co-operation with the Director and other educators. The purpose of the position is to reduce the educator to child ratio, which allows for increased small group and individual support from the team of educators for all children. The Inclusion Support Assistant will be employed only during hours that children with additional needs are accessing the program.</p> <p>The Inclusion support assistant will work closely with all educators, children and families. They may work more closely with children with additional needs and their families as supported and directed by the Director/teacher.</p>
Key accountabilities	<p>Position Responsibilities:</p> <ul style="list-style-type: none"> • Advocate for the health and wellbeing of all children in your care and provide assistance to those children in need of individual support. • Work according to all of C&K's policies, procedures and standards as covered in the relevant Agreement • Develop an understanding of C&K's Building waterfalls and engage in a collaborative curriculum approach • Assist in the implementation of C&K's Building waterfalls and the documentation that supports children's learning and development • Participate in all care and education duties as required with all children at the centre

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	<ul style="list-style-type: none"> • Support all educators and other support personnel 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 children 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 • Communicate with the family of the child/ren they are supporting about their child’s involvement in activities each day, under the direction of the Director/Teacher • Helping to facilitate the inclusion of the child/ren with additional needs into the environment, in co-operation with the Educator and the child’s parents. • Suggest to the Educator any specific resources that may be required to support the educational needs of the child/ren. • Work with the Educator in relation to outside specialists and other support agencies <p>Organisational Responsibilities:</p> <ul style="list-style-type: none"> • 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 necessary changes • To ensure the environment is kept in a safe and hygienic state at all times • To promote C&K to the local and wider community • 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 <p><i>Please note that the responsibilities outlined in this position description are not exhaustive, and only an indication of the work of the role. C&K can direct you to carry out duties which it considers are within your level of skill, competence and training.</i></p>
<p>Key Selection Criteria</p>	<p>Qualifications: Certificate III in Children’s Services (or equivalent qualification) or be enrolled and studying towards</p> <ul style="list-style-type: none"> • An ability to support the implementation of a planned program to meet the needs of all children • An ability to document observations of children’s behaviour, learning 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 to support the Teacher and other support personnel • Good interpersonal oral and written communication skills <p>Educational Program and Practice:</p> <ul style="list-style-type: none"> • Supports the implementation of C&K Building Waterfalls Curriculum with an understanding of The Early Years Learning Framework or relevant frameworks • Assists with program planning considering children’s strengths, capabilities, culture, interests and experiences • Contributes to each child’s C&K learning portfolio • Supports and guides children’s behaviour in positive ways

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- Ability to work respectfully with and support children with additional needs to maintain their rights and dignity at all times
- Demonstrates recognition, acceptance and respect towards Australia's first people – Aboriginal and Torres Strait Islander people

Children's Health & 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
- 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:

- Assists in creating an environment which is inclusive, promotes competence, independence, exploration and learning through play
- Assists in creating indoor and outdoor play spaces which encourage children to learn and connect with nature
- 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

Staffing:

- Communicates effectively & works collaboratively with colleagues and other support persons
- Supports a positive team environment based on C&K's values
- Contributes to and participates in discussion at team meetings as required

Relationships with Children & Families:

- Relationships and interactions with children and families are genuine, warm and responsive
- Engages in interactions with children which are meaningful and supports learning
- Encourages children to interact with others with care, empathy and respect
- Respects each child's needs, background, culture and abilities
- Works in partnership with parents, family/kinship to build strong positive reciprocal relationships

Additional information

The successful applicant will be required to:

Travel, as necessary.

Hold a positive (Blue Card) working with children check; current First Aid and CPR, Asthma & Anaphylaxis; and a current driver's licence.

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

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

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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

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