

Position Description

Role Title: After Kindy Care Assistant Educator

Employment Status: Part Time

Reports To: The After Kindy Care (AKC) Assistant Educator shall be accountable to the **After Kindy Care Co-ordinator** of the **Yeronga Park Kindergarten Association Inc (YPK)**.

1. Primary Role

To assist in the development and implementation of a quality early childhood education programme within a kindergarten setting.

2. Role Duties

Education and Practice

- Develop a thorough understanding C&K Curriculum Approach: Listening and Learning Together and engage in a collaborative curriculum approach.
- Support the implementation of a quality play-based kindergarten curriculum within the AKC programme in line with the Early Years Learning Framework, the Queensland Kindergarten Learning Guideline, the National Quality Standard and C&K Curriculum Approach: Listening and Learning Together by contributing to documentation that makes each individual child's learning and growth visible, undertaking assessment, engaging in ongoing reflective practice and collaborative partnerships with families and colleagues to enrich children's learning.
- Participate in all care and education duties as required with all children at the service.
- Utilise a variety of teaching strategies including intentional teaching and reflective practice in daily work.
- Develop and maintain an understanding of relevant legislation, frameworks, C&K policies, procedures and guidelines to ensure the service meets all compliance obligations.
- Implement and contribute to effective routines and administrative processes to ensure a smooth and seamless transition across core and extended kindergarten programmes for children, staff and families.
- Maintain and present an engaging, safe and aesthetic learning environment and undertake general cleaning tasks to maintain overall cleanliness of the room and centre (ie sweeping/vacuuming floors, mopping).

Relationships with Children

- Demonstrate a genuine interest in children and focus on fostering a sense of belonging, being and becoming in daily interactions and practices.
- 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.
- Guide children's behaviour in a positive way and encourage children to interact with others with care, kindness, empathy, and respect.

Personal Accountability

- Undertake Certified Supervisor (Responsible Person in Charge) responsibilities across the After Kindy Care programme when the Nominated Supervisor and AKC Co-ordinator are absent.
- 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.
- Demonstrate resilience and professional conduct under pressure and scrutiny and show strong commitment to professional learning and self-development.
- Complete required administration tasks required for the position.
- Model YPK values and demonstrate standards of excellence in professional practice and ethical behaviour.

Please note that the responsibilities outlined in this position description are not exhaustive, and are only an indication of the work of the role. YPK can direct you to carry out duties which it considers are within your level of skill, competence and training.