

# Position Description

<b>Title</b>	Assistant Educator – Extended and Holiday Kindergarten
<b>Position Location</b>	Various
<b>Reports to</b>	Centre Director
<b>Direct Reports</b>	Nil
<b>Classification</b>	C&K Children’s Services Enterprise Agreement
<p>The Creche and Kindergarten Association Limited (C&amp;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&amp;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"> <li>• <i>we put children first</i></li> <li>• <i>we respect all people and each other</i></li> <li>• <i>we work with integrity and strive for excellence in everything we do</i></li> </ul> <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>	
<b>Purpose</b>	To assist in the development and implementation of a quality care and education kindergarten program.
<b>Key accountabilities</b>	<p><b>Education and Practice:</b></p> <ul style="list-style-type: none"> <li>• Develop a thorough understanding of the <i>C&amp;K Curriculum Approach: Living &amp; Learning Together</i>.</li> <li>• Assist with the implementation of a quality play-based kindergarten curriculum in line with the <i>Early Years Learning Framework</i>, the <i>Queensland Kindergarten Learning Guideline</i>, the <i>National Quality Standard</i> and <i>C&amp;K Curriculum Approach: Listening and Learning Together</i> by contributing to documentation that makes each individual child’s learning and growth visible, undertaking assessment, engaging in ongoing reflective practice and building collaborative partnerships with families and colleagues to enrich children’s learning.</li> <li>• Participate in all care and education duties as required with all children at the centre.</li> <li>• Utilise a variety of teaching strategies including intentional teaching and reflective practice in daily work.</li> <li>• Develop and maintain an understanding of relevant legislation, frameworks, C&amp;K policies, procedures and guidelines to ensure the centre meets all compliance obligations.</li> <li>• Implement and contribute to effective routines and administrative processes to ensure a smooth and seamless transition across core and extended kindergarten programs for children, staff and families.</li> <li>• Maintain and present an engaging, safe and aesthetic learning environment and undertake general cleaning tasks to maintain overall cleanliness of the room and centre (i.e. sweeping/vacuuming floors, mopping floors, wiping tables, cleaning toilets).</li> </ul> <p><b>Relationships with children:</b></p> <ul style="list-style-type: none"> <li>• Relate to children in a calm, caring, nurturing, soothing manner. Stay involved with children at all times during the day.</li> <li>• 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.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Guide children's behaviour in a positive way and encourage children to interact with others with care, empathy and respect.</li> </ul> <p><b>Personal accountability:</b></p> <ul style="list-style-type: none"> <li>• Undertake Certified Supervisor (Responsible Person) responsibilities across the extended and holiday kindergarten programs when the Nominated Supervisor is absent.</li> <li>• 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.</li> <li>• Exemplify personal drive and integrity – take personal responsibility for meeting objectives, showing initiative and committing energy to see that goals are achieved.</li> <li>• Work cooperatively, ethically and respectfully with colleagues and support each other's professional development.</li> <li>• Contribute to continuous improvement of the centre through reflective practice.</li> <li>• Demonstrate resilience and professional conduct under pressure and scrutiny and show strong commitment to professional learning and self-development.</li> <li>• Maintain an understanding of funding and subsidy options for families, and confidently share information with families.</li> <li>• Complete required administration and Kidsoft tasks required for position.</li> <li>• Role model C&amp;K values and demonstrate standards of excellence in professional practice and ethical behaviour at all times.</li> </ul> <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&amp;K can direct you to carry out duties which it considers are within your level of skill, competence and training.</i></p>
<p><b>Key Selection Criteria</b></p>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Certificate III in Children's Services / or willingness to complete a Diploma of Children's Services (via the C&amp;K College) through a workplace apprenticeship.</li> <li>• Hold or actively working towards Diploma (highly desirable).</li> </ul> <p><b>Professional experience:</b></p> <ul style="list-style-type: none"> <li>• 2 years' of early childhood sector experience (highly desirable).</li> </ul> <p><b>Education and Practice:</b></p> <ul style="list-style-type: none"> <li>• Ability to support, assist and implement a quality kindergarten program, ensuring the needs of individual children and the group are met.</li> <li>• Ability to assist with the documentation and assessment of children's learning and development.</li> <li>• Developing understanding and working knowledge of theories of early childhood education.</li> <li>• Developing understanding of the provision of a safe, engaging, well planned indoor and outdoor learning environment.</li> <li>• Ability to contribute to and engage in professional discussion and team collaboration.</li> <li>• Contribute to the continuous improvement of the service through reflective practice.</li> </ul> <p><b>Relationships with children:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated or developing experience in providing practical guidance and interaction that ensures quality outcomes for children.</li> <li>• Demonstrated experience building and maintaining positive relationships with families that supports each child's needs.</li> </ul> <p><b>Personal accountability:</b> Evidence of demonstrated or developing experience that shows:</p> <ul style="list-style-type: none"> <li>• Commitment towards ongoing professional development, reflection and continuous improvement.</li> <li>• Initiative and strong sense of personal responsibility for meeting objectives and managing health and safety risks.</li> <li>• Models professional and ethical behaviour.</li> <li>• An ability to establish and maintain respectful relationships with children, families, colleagues and community.</li> <li>• Strong communication and team skills.</li> </ul>

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#### Additional information

The successful applicant will be required to:

Hold a positive notice (Blue card) working with children check; current First Aid and CPR, Asthma & Anaphylaxis.

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 is expected that the incumbent will evolve the position over time in alignment with the dynamic nature of the business. C&K can direct you to carry out duties which it considers are within your level of skill, competence and training.

#### 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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