

# Position Description

<b>Title</b>	Extended Kindergarten Coordinator
<b>Position Location</b>	Various
<b>Reports to</b>	Centre Director and Early Childhood Education Manager
<b>Direct Reports</b>	Nil
<b>Classification</b>	C&K Children's Services Enterprise Agreement

The Creche 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.

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 Queensland's pre-eminent provider of early education and care.

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.

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.

<b>Purpose</b>	<p>The Extended Kindergarten Coordinator will perform the duties of a Lead Educator and, in addition to this, assist in leading the daily operations of the centre during the extended hours program (approximately 2:00-6:00pm Monday to Friday during term) and holiday kindergarten program (approximately 8:00am - 6:00pm Monday to Friday during school holidays with the exception of the Christmas closure period of 2 weeks)</p> <p>It is expected that in the absence of the Director, the Extended Kindergarten Coordinator manages effectively and efficiently the daily operations of the Extended and Holiday Kindergarten program to enable delivery of high-quality early childhood services and programs in line with C&amp;K's vision, values and priorities.</p>
<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>Living &amp; Learning Together C&amp;K Curriculum Approach</i>.</li> <li>• Lead 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> through program 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>• Plan and implement programs based on knowledge of the child, children and curriculum frameworks.</li> <li>• Model and support educators to 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> </ul>

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	<ul style="list-style-type: none"> <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> <li>• Guide children's behaviour in a positive way and encourage children to interact with others with care, empathy, kindness, and respect.</li> </ul> <p><b>Leadership:</b></p> <ul style="list-style-type: none"> <li>• Apply effective communication and leadership strategies to engage employees and enable them to work collaboratively, including partnering with other services in the area to support and inspire a shared sense of purpose to deliver positive outcomes for children and families</li> <li>• Support the director to lead and mentor direct reports to demonstrate a high standard of ethical and professional practice and behaviour that is in line with C&amp;K's vision and values</li> <li>• Support the director to direct, co-ordinate, coach and support direct reports, ensuring organisational and individual goals are achieved</li> </ul> <p><b>Personal accountability:</b></p> <ul style="list-style-type: none"> <li>• Undertake Nominated Supervisor responsibilities across the extended and holiday kindergarten programs.</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 the continuous improvement of the centre through reflective practice and as directed by the Director, Early Childhood Education Manager and Educational Leader, including but not limited to the QIP and 10 year plan</li> <li>• Demonstrate resilience and professional conduct under pressure and scrutiny and show strong commitment to professional learning and self-development.</li> <li>• Maintain and apply understanding of funding and subsidy options for families, and confidently share information with families.</li> <li>• Complete required administration, rostering, Easy Employer 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><b><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></b></p>
Key Selection Criteria	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Diploma of Early Childhood Education and Care (or equivalent qualification).</li> <li>• Hold or actively working (at least 50% completed) towards an ACECQA Approved Early Childhood Teaching qualification (highly desirable).</li> </ul> <p><b>Professional experience:</b></p> <ul style="list-style-type: none"> <li>• 3 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 drive and implement a planned quality kindergarten program, ensuring the needs of individual children and the group are met.</li> </ul>

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- Ability to document and assess children's learning and development.
  - Maintain and demonstrate current working knowledge and theories of early childhood education.
  - Demonstrated ability to contribute to and engage in professional discussion and team collaboration.
  - Activity contribute to the continuous improvement of the centre through reflective practice
  - Demonstrated understanding of the provision of a safe, engaging, well planned indoor and outdoor learning environment.
- Operational management:**
- Demonstrated experience managing or coordinating in an early childhood education and care environment, with particular regard to:
    - Day to day management of an ECEC centre
    - Supporting people engagement, safety and wellbeing;
    - Client relationship management and retention;
    - Effective use of IT systems including MS Office applications, rostering systems (Easy Employer) and child management systems (Kidsoft).
- Relationships with children:**
- Demonstrated experience in providing practical guidance and interaction that ensures quality outcomes for children.
  - Demonstrated experience building and maintaining positive relationships with families that supports each child's needs.
- Personal accountability:**  
Evidence of demonstrated or developing experience that shows:
- Commitment towards ongoing professional development, reflection and continuous improvement.
  - Initiative and strong sense of personal responsibility for meeting objectives and managing health and safety risks.
  - Models professional and ethical behaviour.
  - An ability to establish and maintain respectful relationships with children, families, colleagues and community.
  - Strong communication and team skills.
  - Displays courage in the provision of advice and decision making.

**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. 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

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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

<b>Cognitive Job Demands Profile</b>	
<b>Cognitive and Psycho-Social Factors</b>	<b>Frequency and Duration</b>
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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