



## Schedule 2 - Position Description

<b>Position:</b>	Assistant Educator
<b>Position Number:</b>	7003
<b>Directorate:</b>	Communities
<b>Team:</b>	Child Care Centre
<b>Position Status:</b>	Part- Time
<b>Classification:</b>	Queensland Local Government Industry Award (Stream A) Division 2
<b>Reports to:</b>	Assistant Director of Childcare Services
<b>Accountable for:</b>	NA
<b>Located:</b>	Longreach
<b>Revised:</b>	November 2023

### Our Vision

Connecting Council and Community

### Our Mission

Delivering Excellent Services

### Our Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking

## Position Objective

The primary objective of this position is to assist in providing a quality early childhood program which meets the needs of the children attending Centre Based Childcare and in line with the requirements of the of the National Quality Standards and relevant legislation and regulatory requirements.

## Position Responsibilities

Functional Areas	Key Responsibilities
Room Support	<ul style="list-style-type: none"> <li>• Take genuine interest in the children, their activities and participate in these activities as much as possible.</li> <li>• Give each child individual attention and comfort as required.</li> <li>• Provide additional, support under direction, to the children who may need extra attention or assistance.</li> <li>• Assist in the development and evaluation of daily routines.</li> </ul>
Curriculum Implementation	<ul style="list-style-type: none"> <li>• Assist in developing and implementing of programs and activities.</li> <li>• Providing an educational program that supports a holistic approach to the care and development of children.</li> <li>• Work co-operatively with families and allied professionals to provide a safe, caring and stimulating environment for children attending the service.</li> <li>• Work cooperatively, ethically, and respectfully with other educators, and support each other's professional development.</li> </ul>
Behaviour Guidance	<ul style="list-style-type: none"> <li>• Respond appropriately to children's behaviour, development levels and special needs whilst ensuring the use of positive forms of behaviour guidance</li> </ul>
Operational Support	<ul style="list-style-type: none"> <li>• Ensure a stable, safe, secure, and hygienic environment for children.</li> <li>• Ensure active, adequate, and efficient supervision of children always.</li> <li>• Create accurate and current records concerning each child in care.</li> <li>• Always maintain confidentiality and sensitivity.</li> </ul>
Quality Assurance	<ul style="list-style-type: none"> <li>• Ensure a stable, safe, secure environment is provided for children.</li> <li>• Ensure staff and children utilizes effective health and hygiene practices, including meeting all regulations relating to food safety and preparation, medical management plans, risk management plans, policies, management directives and procedures.</li> <li>• Attend professional development opportunities and meetings as appropriate and directed.</li> <li>• Work in accordance with the Education and Care National Law (2011), Education and Care National Regulations (2011), National Quality Framework, Work Health Safety Act 2011 and relevant policies, management directives and procedures.</li> <li>• Work in accordance with and promote the Early Childhood Australia Code of Ethics and act in the presence of unethical behaviours.</li> </ul>
General	

	<ul style="list-style-type: none"> <li>• Other such relevant duties as required from each position time to time which would generally fall within the scope of this position as directed by your accountable supervisor or the Chief Executive Officer.</li> <li>• Demonstrate integrity, honesty, and the care of others in professional relationships.</li> </ul>
<b>Communication</b>	
<b>Internal</b>	<ul style="list-style-type: none"> <li>• Advise immediate supervisor of any faulty equipment and follow all adopted procedures in reporting of fault to Councils' Workshop Supervisor.</li> <li>• Communicate, solve, and discuss work problems with other team members and Supervisor.</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Provide positive communication with families</li> </ul>

## Key Relationships

<b>Supervisor</b>	Childcare Services Assistant Director	The Assistant Educator will have an effective relationship with the Childcare Services Assistant Director and is responsive to their requests.
<b>Manager</b>	Childcare Services Director	The Assistant educator will have an effective relationship with the Childcare Services Director and is responsive to their requests.
<b>Works with -Internally</b>	Educators	The Assistant Educator will have a positive relationship which involves active collaboration, sharing ideas and working together to create a conducive environment.
<b>Works with - externally</b>	Families and other stakeholders	The Assistant Educator will have an approachable, attentive, respectful relationship with families, built on open communication, trust and confidentiality.

## Inherent requirements

- **Responsibility and Reliability:** Being dependable and taking responsibility for children's well-being.
- **Physical Stamina:** Ability to engage in activities with children, including standing for long periods, bending, lifting, and playing on the floor.
- **Medical clearance:** A pre-employment medical is mandatory for this role.
- **First Aid Certification:** Certification in first aid, including CPR.
- **Working with Children:** Working with Children Card

## Position Requirements

### Skills

- Developed communication skills with the ability to deal with all levels of staff, families, and children.
- Developed analytical and problem-solving ability.
- Ability to work cooperatively as a team member whilst being enthusiastic and self-motivated.
- Ability to demonstrate integrity, responsibility, respect, and innovation in all aspects of the position.
- Able to demonstrate a commitment to Council's core values through personal action.
- Able to gain respect and create good working relationships across all levels of Council.
- Good attention to detail and a commitment to high quality work.
- Able to take initiative in improving processes to make them more efficient and effective.
- Excellent time management, organisation, and planning skills with an ability to prioritise and manage own time and meet critical timeframes.

### Knowledge

- Understanding of how to maintain a safe working environment.
- Demonstrated knowledge of the *Education and Care National Law (2011)*, *Education and Care National Regulations (2011)*, *National Quality Framework*.

### Mandatory Experience/Qualifications

- Ability to obtain or hold a Certificate III in Early Childhood Education and Care
- Working with Children Blue Card.
- First Aid – provide emergency first aid response in an education and care setting.
- Minimum 17 years of age.

### Desirable Experience/Qualifications

- Current Class 'C' Drivers Licence.

## Delegations and Authorisations

NIL

## Physical Requirements

### Physical Demand Category

- Sedentary Work
- Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs.
- Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs.
- Heavy Work – Frequent lifting/carrying of objects weighing up to 25kgs.

### Audio-Visual Demands

- Depth Perception  Colour Discrimination  Peripheral Vision  Hearing

### Specific Actions Required

This job may include:

### Work Environment

Attribute	Yes	No
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Standing/Walking

- None
- Occasional
- 1-4 Hours
- 4-6 Hours
- 6-8 Hours

Sitting

- None
- Occasional
- 1-4 Hours
- 4-6 Hours
- 6-8 Hours

Driving

- None
- Occasional
- 1-4 Hours
- 4-6 Hours
- 6-8 Hours

Chemicals

<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Cold

Dampness

Fumes/Gases

Heat/Humidity

Heights

Noise

**Repetitive Motions**

- Simple Grasping
- Fine Manipulation
- Pushing & Pulling
- Finger Dexterity
- Foot Movement

**This Job Will Require**

Manoeuvre	Frequent	Occasional	None
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Plant operation with maximum seat rating of 150kgs

**Workplace Health and Safety Obligations**

All employees have a legal obligation to comply with regulatory requirements and LRC– SMS (*Longreach Regional Council's - Safety Management System*) incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

Employees of Longreach Regional Council have the following responsibilities for health and safety at work.

- Take reasonable care of their own health and safety and ensure that their actions do not adversely affect the health and safety of others.
- Comply with and follow all reasonable instructions for work health and safety (WHS) and cooperate with all reasonable WHS policies, procedures, guidance, instructions, and directions.
- To not intentionally or recklessly interfere with or misuse any substance or thing provided in the interests of WHS.
- Use Longreach Regional Council's WHS risk management approach, participate in risk assessments and assist in identifying and using control measures to eliminate or minimise WHS risks.
- Ensure safe work practices including operating and maintaining all machinery, equipment and plant in a safe way and holding licences and training where required.
- Report any worn out or defective tools or equipment or problems with tools and equipment.
- Comply with Council's induction and training requirements.

- Participate in meetings, training, consultation and other WHS activities such as inspections, incident investigations, and evacuation drills as required.
- Use, maintain and store personal protective equipment (PPE) in the appropriate manner.
- Be familiar with emergency and evacuation procedures for their work area and comply with instructions given by emergency response, including emergency wardens and first aiders.
- Report all problems with undertaking work, including concerns or signs of injury, discomfort, or ill health, immediately to their manager or supervisor.
- Report any unsafe situation, workplace hazard, injury, incident, or near-miss to their manager or supervisor immediately.
- STOP WORK if it not safe to continue and report concerns to their manager or supervisor.
- Assist in maintaining a high level of housekeeping, cleanliness, and tidiness.
- Undertake tasks as required to enable continuous improvement for WHS management.

## Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

<b>Authorised By:</b>	Acting Director of Communities – Tanya Johnson
<b>Signature:</b>	
<b>Date:</b>	
<b>Present Incumbent:</b>	
<b>Signature:</b>	
<b>Date:</b>	