



Senior Educator

Position Description

Position Number:	7008
Directorate:	Community & Cultural Services
Team:	Childcare Services
Position Status:	Full Time
Classification:	QLGIA (Stream A) Division 2 Section 2
Current Level:	
Reports to:	Assistant Director of Childcare Services
Accountable for:	n/a
Located:	Longreach
Revised:	July 2024

Our Vision

Connecting Community and Council

Our Mission

Delivering Excellent Services

Our Eight Core 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

This position is responsible for providing a quality early childhood program which meets the needs of the children attending Childcare Services 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 Coordination	<ul style="list-style-type: none">• Work as the person in charge of a group of children in the age range from birth to 12 years.• Coordinate and direct the activities of workers engaged in the implementation and evaluation of developmental program and activities in a group setting.• Develop, implement and evaluate daily care routines.• Work with children with individual needs.
Operational support	<ul style="list-style-type: none">• Assist the Director/Assistant Director in the assessment of unqualified workers or students on placement to the level of senior educator competency
Curriculum Implementation	<ul style="list-style-type: none">• Take responsibility in consultation, with the Assistant Director and the Lead Educator for planning, implementing and evaluating an educational program that supports a holistic approach to the care and development of children.• Work cooperatively, ethically and respectfully with other educators, and support each other's professional development.• Work co-operatively with families and allied professionals to provide a safe, caring and stimulating environment for children attending the service.• Coordinate and direct activities of unqualified workers engaged in the implementation of programs and activities within the centre.• Record observations of individual children or groups for program planning purposes for qualified staff.
Behaviour Guidance	<ul style="list-style-type: none">• Respond appropriately to children's behaviour, development levels and special needs whilst ensuring the use of positive forms of behaviour guidance.• Take genuine interest in the children, their activities and participate in these activities as much as possible.• Give each child individual attention and comfort as required
Community and Parent Engagement	<ul style="list-style-type: none">• Maintain confidentiality and sensitivity at all times.• Maintain current and complete records of all required correspondence for children. Liaise with parents
Quality Assurance	<ul style="list-style-type: none">• Ensure a stable, safe, secure and hygienic environment for children and staff at all times.

	<ul style="list-style-type: none"> • Ensure active, adequate and efficient supervision of children at all times. • Ensure staff and children utilise 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. • Perform general duties associated with the operation of the service, including but not limited to all aspects food preparation, service and cleaning/maintenance of all areas of the premises (internal and external) • Administer First Aid to the level of competency when appropriate. • Undertake and Implement the requirements of Quality Assurance.
Professional Development	<ul style="list-style-type: none"> • Attend professional development opportunities and meetings as appropriate and directed.
Regulatory Compliance	<ul style="list-style-type: none"> • 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. • Work in accordance with and promote the Early Childhood Australia Code of Ethics and take action in the presence of unethical behaviours. • Work in accordance with food safety regulations • Other such relevant duties as required from time to time which would generally fall within the scope of this position as directed by your accountable supervisors or the Chief Executive Officer.
Communication	
Internal	<ul style="list-style-type: none"> • Advise immediate supervisor of any faulty equipment and follow all adopted procedures in reporting of fault to Councils' Workshop Supervisor. • Communicate, solve, and discuss work problems with other team members and Supervisor.
External	<ul style="list-style-type: none"> • Provide positive communication with families

Key relationships

Supervisor	Childcare Services Assistant Director	The Senior Educator will have an effective relationship with the Childcare Services Assistant Director and is responsive to their requests.
Manager	Childcare Services Director	The Senior educator will have an effective relationship with the Childcare Services Assistant Director and is responsive to their requests.
Works with -Internally	Educators	The Senior Educator will have a positive relationship which involves active collaboration, sharing ideas

		and working together to create a conducive environment.
Works with - externally	Families and other stakeholders	The Senior 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.

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 supervise and mentor others and provide guidance on childcare related matters.
- 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.

Knowledge

- A thorough 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

- A Diploma in Early Childhood Education and Care or Minimum Certificate III in Early Childhood Education and Care and be willing to commence study to achieve
- Demonstrated knowledge and experience of working in early childhood services.
- Working with Children Blue Card.
- First Aid – provide emergency first aid response in an education and care setting.
- Minimum 18 years of age.

Desirable Experience/Qualifications

- Current “C” Class Drivers Licence.

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 20kgs.

Audio-Visual Demands

- Depth Perception Colour Discrimination Peripheral Vision Hearing

Specific Actions Required

This job may include:

- | Standing/Walking | Sitting | Driving |
|---|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> None | <input type="checkbox"/> None |
| <input type="checkbox"/> Occasional | <input type="checkbox"/> Occasional | <input checked="" type="checkbox"/> Occasional |
| <input type="checkbox"/> 1-4 Hours | <input checked="" type="checkbox"/> 1-4 Hours | <input type="checkbox"/> 1-4 Hours |
| <input type="checkbox"/> 4-6 Hours | <input type="checkbox"/> 4-6 Hours | <input type="checkbox"/> 4-6 Hours |
| <input checked="" type="checkbox"/> 6-8 Hours | <input type="checkbox"/> 6-8 Hours | <input type="checkbox"/> 6-8 Hours |

Work Environment

Attribute	Yes	No
Chemicals	<input type="checkbox"/>	<input type="checkbox"/>
Cold	<input type="checkbox"/>	<input type="checkbox"/>
Dampness	<input type="checkbox"/>	<input type="checkbox"/>
Fumes/Gases	<input type="checkbox"/>	<input type="checkbox"/>
Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input type="checkbox"/>
Noise	<input type="checkbox"/>	<input type="checkbox"/>

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.

The following statements apply to all employees, including permanent, part-time and casual employees.

Your responsibilities include:

- To comply with instructions given for WH&S at a workplace by the employer;

2. Comply with the *Health and safety duties and Duty of Care* requirements as specified within the *Work Health and Safety Act 2011 Part 2*.
3. Timely reporting all accidents, incidents minor injuries, near misses and property damage (within 24 hours of the event) and assisting, if required, with the investigation of all incidents in the workplace;
4. For a worker to use the PPE (Personal Protective Equipment) provided by the employer after proper instruction in its use;
5. Not to wilfully or recklessly interfere with or misuse anything provided for WH&S at the workplace;
6. Not to wilfully place at risk the WH&S of any persons at the workplace including yourself;
7. Adhere to the **LRC-SMS** by remaining compliant to Council's WH&S Management Plan and completing relevant Monthly Action Plan items;
8. Performing all work and associated functions in a safe, efficient and effective manner;
9. Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers;
10. Provide advice to ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also, as required, assisting or participating in the carrying out of risk assessments on identified hazards;
11. Identifying hazards, conducting risk assessments, and implementing corrective action to eliminate hazards where possible and / or control risks in the workplace;
12. To report hazards and risks in accordance with WH&S procedures;
13. Establishing and maintaining a high standard of housekeeping within your individual work area(s) and generally within the Longreach Regional Council's area of responsibility;
14. Attending any toolbox, team talks or specific training (e.g. Take 5s etc.) as supplied and required by Longreach Regional Council;
15. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures;
16. Report any concerns for WH&S to your Supervisor.

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.

Authorised By:	Tanya Johnson
Signature:	
Date:	
Present Incumbent:	Vacant
Signature:	
Date:	