



Position Description

INTRODUCTION TO OUR COLLEGE

Our College commenced in January 2001 in functional facilities provided by Parklands Christian Church. Each year we continue to grow in student numbers, class levels offered, facilities and resources. We see the day when over 1200 students will come on our site each day. The College is divided up into 7 areas, these being: Little Learners Early Learning Centre (6 weeks – school age), Lower Primary (Prep-3), Upper Primary (4-6), Middle School (7-9), Senior College (10-12) and Outside School Hours Care (Prep – 12).

POSITION TITLE:	Assistant Educator
CONTRACT:	
REPORT:	Lead Educator / ELC Director
DEPARTMENT:	Early Learning
HOURS OF DUTY:	NB: some responsibilities throughout the year fall outside of normal work hours.
PROBATION PERIOD:	6-month probation in accordance with EBA
LOCATION:	Parklands Christian College, Park Ridge, QLD

POSITION PURPOSE AND OBJECTIVES

The Assistant Educators will be required to support the Lead Educators in the development and delivery of the learning program as per the National Quality Framework, Regulations and National Quality Standards.

KEY RESPONSIBILITIES AND PERFORMANCE INDICATORS

The Assistant Educator will be required to meet compliance requirements in line with the National Quality Framework, all relevant legislation both state and federal and the National Quality Standards. Regulations include, but are not limited to:

- Education and Care Services National Regulations
- Workplace Health and Safety Regulations
- Fire and Evacuation Legislation
- Family Assistance Law and delivery of Child Care Benefit.

Main responsibilities include but are not limited to:

- Welcome each child and their family to the service each day.
- Have strong communication skills with children, families, other educators and the wider college community.
- Establishing relationships and developing positive relationships.
- Commitment to ongoing learning and development.
- Ensure all information and documentation is recorded and passed onto the relevant personnel.
- Adhere to relevant policies and procedures.
- Assist with the service's day-to-day tasks such as assisting children with meals, cleaning and preparing the room.

Responsibilities in line with the Award:

- Assist with ensuring the service's commitment to continuous improvement is upheld.
- Assist in the preparation and implementation and evaluation of developmentally appropriate programs for individual children and groups
- Record observations of individual children or groups for program planning purposes.

- Under direction, work with individual children with particular needs.
- Assist in the direction of untrained staff.
- Undertake and implement the requirements of quality assurance.
- Work in accordance with food safety regulations.

Program and Practice:

- Contribute to developmental programs and communicate accordingly with families.
- Reflect on practises and work towards quality improvement.

Demonstrate the Principles and Practices of the EYLF, specifically:

Principles

- Secure, respectful and reciprocal relationships
- Partnerships
- High expectation and equity
- Respect for diversity
- Ongoing learning and reflective practice

Practices

1. Holistic approaches
 2. Responsiveness to children
 3. Learning through Play
 4. Intentional teaching
 5. Learning environments
 6. Cultural competence
 7. Continuity of learning and transitions
 8. Assessment for learning
- Share in-room responsibilities including group times, routines, transitions, toileting and nappy change, sleep, rest, and mealtimes.
 - In collaboration with the lead educator, include children's current knowledge, ideas, culture, abilities and interests are the foundation of the program.
 - Respond to children's play ideas and play and use intentional teaching to extend their learning.

Health, Safety and Hygiene

- Ensure children are always supervised including during routine times such as nappy change, toileting, sleeping/resting, mealtimes and both indoor and outdoor play.
- Be actively involved in the children's learning and play.
- Complete all relevant checklists and forms within a timely manner and communicate with the Lead educator or the Director.
- Ensure all children are protected from harm and hazard, set up learning environments safely, including relevant fall zones, and surfacing for climbing equipment.
- Collaborate with the Lead Educator to ensure that incident, medication and other relevant forms are completed within a timely manner.
- Educational Assistants are classified as a mandatory reporter and must provide notification o any child protection matters, in the first instance these are discussed with the Director of Little Learners and ensure that all relevant steps and outcomes are taken upon reporting to relevant authorities.
- You must comply with workplace health and safety requirements including taking all reasonable steps for your own health and safety while at work and take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons.
- It is imperative that you understand that manual handling is an integral part of the role. You will be expected to be fit to work with children and perform manual tasks, including, but not limited to, lifting children and other equipment using recognised safe lifting techniques,

bending, twisting and getting down to the child's level. Sweeping, mopping, vacuuming and other cleaning tasks, gardening, extended periods of standing or sitting. Respond to the needs of each child throughout the day and in emergency situations.

- You are required to ensure You are required to ensure that environments are maintained in a clean and hygienic way and that trip/slip hazards are attended to immediately and reported as necessary.
- Have due regard for the health and safety of children, families, educators, visitors and yourself.
- Take due and adequate care of equipment and materials and follow the guide for the care, storage and maintenance of equipment.
- Participate in evacuation and lock down drills seriously and communicate any identified improvements.
- Meet each child's individual need for rest, sleep, toileting and meals, even when these are outside of routine times.
- Promote and role model healthy eating with children.
- Ensure children are provided with access to clean, hygienic drinking water throughout the day.
- Always follow safe sleeping practices.
- Participate in risk assessments and follow control measures identified in these documents.
- Respond to and administer first aid or medication as prescribed and record and notify management and parents when an incident occurs.

Physical Environments and Sustainability:

- Set up environments so that they are safe, interesting and appealing to children.
- Maintain equipment, buildings and all surfaces in a clean and hygienic manner at all times.
- Report damaged equipment, building or facilities immediately to the nominated supervisor and record on the damaged equipment log.
- Foster an interest in caring for the environment with children and support them in, exploring, watering, weeding and planting.
- Maintain gardens, plants and other living element at the service.
- Ensure environments are inviting, uncluttered and show a high level of pride at all times.
- Support and encourage children to contribute to the service's sustainable practices including, but not limited to water and energy conservation, recycling programs, use of reused, reclaimed items and limiting unnecessary wastage.
- Ensure environments are inclusive and suitable for the ages and stages of children in care.
- Promote physical activity and participate in games and activities that develop gross motor development and fitness in young children.

Staff Relationships and Staffing Requirements:

- Be on time for your shift and returning from breaks. Play your part in providing continuity for children and families at our service and follow relevant leave policies for absences from the service.
- Be aware of the ratios and qualification requirements always needed.
- Monitor child and educator numbers and communicate with your lead educators and/or Director in relation to staffing requirements.
- Communicate positively and respectfully with all other team members and recognise their input and strengths.
- Work collaboratively with other staff members to affirm, challenge, support and learn from each other to further develop their skills and to improve practice and relationships
- Follow the Early Childhood Australia Code of Ethics 2016 and be committed to your own professional ethics and support those around you to do so as well. Report any unprofessional behaviour that does not align with these ethics for the protection and rights of children attending the service.

Interactions With Children

- Ensure that the dignity and rights of every child is respected at all times.
- Encourage and build self-esteem in each child.
- Ensure interactions with each child are warm and responsive and build trusting relationships. You must ensure that positive behavior guidance issued at all times. Educators are not to use isolation, “time-out” or any other methods which are humiliating or disrespectful. Harsh communication or any form of physical contact when responding to behaviours will not be tolerated.
- Take time to understand the emotions behind children’s behaviours and support their self-regulation.
- Support children to regulate each other’s behaviour in a respectful manner.
- Ensure the dignity and rights of every child is maintained at all times. Report any instances where you believe this is not occurring.

Relationships with Families and Community

- Maintain relationships with families in the service, remembering at all times that they are our clients.
- Welcome families and support them in transitioning to care or into your room.
- Ensure sensitive information to be shared with families is provided to the lead educator, responsible person or Nominated Supervisor.
- Give recognition and empathy to the attitudes and feelings of the parents who leave their children.
- Share information about each child’s day upon collection and be sensitive at all times.
- In collaboration with your room leader, help children to learn more about their community. Participate in special events held at the service.

Compliance

- Be aware of and follow service policies and procedures and fully complete any service forms to meet regulatory requirements.
- Contribute to the service Quality Improvement Plan, Philosophy and Policy reviews
- Maintain records on each child and the program as per regulations and quality standards. These include, but are not limited to, developmental records, records on health-related issues, allergies and cultural or religious beliefs. Please note all intellectual property remains the property of the Centre and/or College.
- Handle any complaints in accordance with the College’s Dispute Resolution Procedures
- You are required to remain professional at all times including discussions about the centre outside of employment hours. Breaches of confidentiality including via social media will lead to performance management and possible termination of employment.
- Actively promote and maintain a positive image for Parklands Little Learners.
- Any educator that is studying for the Position that they are working in must complete 1 module every 6-8 weeks, to be meeting the “actively working towards” definition. You must communicate any barriers or temporary changes to this with the Director. By mutual agreement a modification may be made in unforeseen circumstances.

CORPORATE RESPONSIBILITIES

The work of the Assistant Educator will be consistent with the College’s mission statement, CLEAR values, Code of Conduct for employees, and published policies, procedures and practices.

All non-teaching staff are required to observe the following corporate accountabilities:

General requirements

- Demonstrate a commitment to spiritual and moral practices consistent with Biblical principles.

- Be in agreement with the Statement of Faith as stated in the Parklands Christian College Constitution and [EBA](#).
- Support and implement the [College Mission Statement](#), policies and procedures, core values and commitment to Workplace Health & Safety.
- Maintain confidentiality and professional responsibility.
- Maintain a degree of flexibility in working hours from time to time as required for the position.
- Accept that the College reserves the right to modify the position to meet its operating needs.
- Assist and relieve in other positions from time to time.
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or delegate.
- Practice and demonstrate good grooming and presentation as per the [College Staff Dress Guidelines](#).

Mandatory requirements

As per our [Student Protection Policy](#), Parklands Christian College is committed to the safety and wellbeing of children and young people. We believe every child's social, emotional and spiritual wellbeing matters deeply to God.

PERSONAL ATTRIBUTES

Qualifications/Certifications

- Minimum Cert III of Early Childhood Education and Care or be actively working towards this qualification as per Education and Care Services Regulations,
- Current Senior First Aid certificate
- Approved anaphylaxis and emergency asthma management training
- Current Cardiopulmonary Resuscitation Certificate
- Acceptance from Working with Children Check

Skills

- Excellent written communication and technology skills.
- Highly developed interpersonal and verbal communication skills.
- The ability to establish work priorities and work to deadlines.
- Good analytical skills with the ability to communicate simply and clearly.

Abilities

- Commitment to maintain and building upon current knowledge.
- Demonstrated ability to manage simultaneous projects with a wide range of health and safety implications.
- Ability to interact professionally and effectively with diverse groups.
- Ability to use discretion, tact and maintain confidentiality.

Drafted by: Alison Kingdom **Date:** 04/06/2024

Approved by: Charlotte Kruger **Date:** 05/06/2024

