



## Assistant Educator

### Position Description

<b>Incumbent:</b>	Vacant
<b>Position Number:</b>	7001
<b>Directorate:</b>	Community & Cultural Services
<b>Team:</b>	Childcare Centre
<b>Position Status:</b>	Permanent Full Time
<b>Classification:</b>	QLGIA (Stream A) Division 2 Section 2
<b>Current Level:</b>	
<b>Reports to:</b>	Childcare Centre Director
<b>Accountable for:</b>	n/a
<b>Located:</b>	Longreach
<b>Revised:</b>	November 2022

### Our Vision

The communities of the Longreach Region, with their individual identities and a proud heritage, will be characterised by their cohesive and inclusive nature, making the region a location of choice for business investment and outback living.

Reaching a population of 5,500 by 2027, the Longreach Region will be characterised by strong communities and a vibrant economy driven by skills and innovation in a diversity of traditional and new industries.

### Our Mission

Council's Mission is to deliver decisive leadership in making locally-responsive, informed and responsible decisions, providing the highest-quality services and facilities to all communities of the Longreach Region.

### 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 assisting 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:

- Work co-operatively with families and allied professionals to provide a safe, caring and stimulating environment for children attending the service.
- Assist in providing an educational program that supports a holistic approach to the care and development of children.
- Ensure a stable, safe, secure and hygienic environment for children.
- Ensure active, adequate and efficient supervision of children at all times.
- Work cooperatively, ethically and respectfully with other educators, and support each other's professional development.
- Maintain confidentiality and sensitivity at all times.
- Attend professional development opportunities and meetings as appropriate and directed.
- 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.
- 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.

## 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.

### 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

- Certificate III in Early Childhood Education and Care or ability to commence study.

- 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 “LR” Class 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 20kgs.

### Audio-Visual Demands

- Depth Perception  Colour Discrimination  Peripheral Vision  Hearing

### Specific Actions Required

This job may include:

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

### 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:*

1. 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.

<b>Authorised By:</b>	Kimberley Dillon, Acting Director of Community and Cultural Services
<b>Signature:</b>	
<b>Date:</b>	
<b>Present Incumbent:</b>	VACANT
<b>Signature:</b>	
<b>Date:</b>	