



Schedule 2 – Position Description

Position:	Part- Time Assistant Educator
Incumbent:	Vacant
Position Number:	7001.
Directorate:	Communities
Team:	Child Care Centre
Position Status:	Temporary (12 Month) Part-Time
Classification:	Queensland Local Government Industry Award (Stream A) Level
Reports to:	Assistant Director of Childcare Services
Accountable for:	NA
Located:	Longreach
Revised:	September 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 part-time 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.
- 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.
- Respond appropriately to children's behaviour, development levels and special needs whilst ensuring the use of positive forms of behaviour guidance.
- 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.
- 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 supervisor 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.
- 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

- Diploma of 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:

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.

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.

Authorised By:	Karyn Stillwell
Signature:	
Date:	
Present Incumbent:	
Signature:	
Date:	