POSITION DESCRIPTION

ASSISTANT EDUCATOR

New Leaf Early Learning Centre (NLELC) is an initiative of the Sunshine Coast Grammar School (Grammar). Grammar offers an independent, Christian based, non-denominational co-education for children from birth to school age, catering to the individual needs of our families.

NLELC holds a current Long Day Care Service Approval for 149 children each day. Accommodating the individual needs of children and their families, we offer a Nursery Wing for children aged from 6 weeks and a Pre-Prep Wing for children from 3 years to School Age. The Centre delivers a funded Queensland Government approved Kindergarten Program in our Pre-Prep Wing. The Centre operates for 51 weeks of the year from 7.00am to 6.00pm Monday to Friday (excluding all National and approved Public Holidays).

Qualifications

The duties and responsibilities outlined within this position description apply to Educators who have, or are actively working towards, at least an approved Certificate III level Education and Care qualification.

Reporting Responsibility

All New Leaf Early Learning Centre staff are responsible to the Centre Manager.

Position Objective

To work with the Manager, Leadership Team and Lead Educators to:

- Generate an environment that meets the needs of the children of the Centre to be nurtured and educated
- Develop a good rapport with parents
- Develop and maintain a team commitment that makes a rewarding work environment for all staff
- Uphold the Centre and staff policies and Child Care regulations
- Implement the National Quality Standards

Responsibilities of the Assistant Educator:

1. To be responsible to the employing body through the Manager
2. To take direction from the Manager for the preparation and supervision of activities and in all other matters pertaining to the program of the Centre
3. To be communicative, supportive and use initiative and to be aware of the importance of modelling good speech and attitudes
4. To be willing to offer own talents and skills to the program
5. To be flexible in following the changing interests and needs of the children
6. To be clear about the rules of supervision and discipline and act consistently
7. To be alert to potentially dangerous or disruptive situations and to be vigilant about supervision, and most especially, at those times when the Manager/Teacher/Lead Educator might be momentarily otherwise engaged
8. To be clear about action to be taken in cases of emergencies (e.g., accidents, fire, suspected child abuse, attempted unauthorised removal of a child from the Centre)
9. To regard information learned about children or families in the Centre as strictly confidential and not to be discussed with anyone other than the Manager/Teacher/Lead Educator
10. To refer parents who might express a concern to the Manager/Teacher/Lead Educator who has the sole responsibility for communicating with parents on matters of concern

ATTACHMENT “A”
11. To attend staff meetings called by the Manager and to contribute to these meetings through sharing observations on children, clarifying rules and responsibilities, actions to be taken in cases of emergencies, and sharing new ideas.

12. To fulfill housekeeping duties directly related to the curriculum during child contact hours and to complete other duties outside those hours.

13. To check equipment daily, remove broken equipment, report maintenance needs and new supplies required, keep storeroom tidy and generally care for the appearance of the Centre.

Other duties required by the employer could include:
- Certain other duties as specified by the Manager/Teacher/Lead Educator relating to the maintenance of equipment/program materials
- Attendance at professional development programs

AIMS OF THE POSITION

To work together with the Manager/Teacher/Lead Educator
- in generating an environment that meets the needs of the children of the Centre to be nurtured and educated
- in developing and maintaining a team commitment that makes a rewarding work environment for all staff
- in upholding Centre and staff policies and Child Care regulations
- In implementation of the National Quality Standards

DUTIES OF AN ASSISTANT EDUCATOR:

In Relation to the Children
- to treat all children with dignity and respect
- to help implement the program in a flexible manner that takes into account the child’s needs and interests
- to be aware of special needs of individual children as communicated by the Manager/Teacher/Lead Educator
- to maintain direct supervision of all children in your care at all times
- to assist in observing and recording children’s development

In Relation to the Program
To support the Teacher/Lead Educator:
- by being familiar with the ongoing program
- by assisting in all areas of the program
- by providing ideas and suggestions to plan and implement the program
- by setting up the room to create an attractive and pleasant environment
- by preparing required materials/resources to help with the effective implementation of the program and clearing these away
- by caring for and dealing with orderly storage of program equipment, materials and resources.
- by participating in the evaluation of the effectiveness of the program
- by being familiar with and practising fire and emergency evacuation drills
- by being aware of and implementing healthy and safe practices for children
- by implementing any practice needed for children with special needs as directed by the Teacher/Lead Educator or Manager
- by implementing first aid procedures when necessary
- by maintaining a high level of hygiene and cleanliness
- by reporting all accidents to Teacher/Lead Educator or Manager and recording any serious accidents in the incident book
• by reporting to Teacher/Lead Educator or Manager any items needing repair

In Relation to Parents
• to develop a good rapport with parents
• to share positive information about the children (NB. The Teacher/Lead Educator and/or Manager is responsible for discussing special issues with the parents.)
• to communicate any issues brought up by parents to Teacher/Lead Educator and/ Manager.

In Relation to the Educators
• to attend all staff meetings
• to actively develop a co-operative relationship with all members of staff that promotes high staff morale through open communication and team support
• to be willing to take part in appropriate training courses

In Relation to the Centre
• to be aware of and implement Centre and staff policies and child care regulations
• to be aware of and implement the Quality Improvement Plan (QIP)
• to actively assist with the promotion of the Centre
• if needed, to supply information about the Centre and take a contact phone number of inquiring prospective new families
• to be familiar with and practice workplace health and safety policies
• to work rostered hours in accordance with the Centre Roster as set from time to time in relation to the operational requirements of the Centre

Occupational Health & Safety
Staff employed by the New Leaf Early Learning Centre have responsibilities relating to Occupational Health and Safety which require staff to recognise and support all of the Centre’s Workplace Health and Safety Manuals, Policies and Procedures, in addition to taking reasonable care to ensure the health and safety of yourself and others at the workplace.

Grammar Early Learning Limited reserves the right to amend this Position Description at its discretion in accordance with any legislative and/or operational requirements.

Updated September 2015