



The Cathedral School
of St Anne & St James
T O W N S V I L L E

Position Description

ROLE TITLE:	Childcare Educators
DEPARTMENT:	The Cathedral School Early Learning Centre Ian Gamack (Principal)
REPORTS TO:	Luke Baills (Nominated Supervisor) Julie Whitbread (Early Learning Coordinator) Emma Grundy (Childcare Coordinator)
AWARD:	The Queensland Anglican Schools Enterprise Agreement Above award rates
REMUNERATION:	3 week Christmas Closure each year
CLOSING DATE:	See Below

Our amazing Early Learning Centre are seeking energetic and dynamic educators to fill the following contract positions:

- Casual Relief Childcare Educators – immediate start;
- Full-time Assistant contract – commencing 8 July 2021 to 17 December 2021 (applications close 21 June 2021);
- Full-time Lead Educator maternity leave contract - commencing 5 August 2021 to 17 December 2021 (applications close 30 June 2021);
- Full-time Assistant long service leave contract - commencing 5 August 2021 to 1 October 2021 (applications close 30 June 2021);
- Part-time Assistant long service leave contract (3 days per week) - commencing 5 October 2021 to 2 December 2021 (applications close 30 August 2021).

ORGANISATIONAL ENVIRONMENT:

The Cathedral School is an Anglican co-educational school of approximately 1200 students from six weeks old to Year 12 including 170 boarding students from Years 7 to 12.

MISSION:

The mission of The Cathedral School is to be a caring, Christian community in which students are challenged and inspired to explore, learn and grow so they will be equipped to make wise decisions as informed members of society.

AIMS:

1. To be a Centre for academic excellence.
2. To encourage an understanding that the spiritual and moral aspects of life are central to our humanity.
3. To affirm the unique worth of the individual.
4. To inspire our students through creative, purposeful, enjoyable learning, to reach their full potential.
5. To develop attitudes which are anticipatory, visionary and reflective.
6. To educate our students to be discerning, sensitive and responsible.

ORGANISATIONAL EXPECTATIONS:

All employees are expected to respect the confidentiality of the individual, and to treat all members of the School community with courtesy.

All employees are bound by the requirements of the School's and The Cathedral School Early Learning Centre's policies, procedures and any other practices (such as the Code of Conduct and Dress Code) and are expected to provide appropriate support and pastoral care to children of the School.

The Cathedral School is committed to maintaining a healthy and safe work environment. Everyone must adhere to the current *Workplace Health and Safety Act*.

The Cathedral School is committed to the safety and wellbeing of children enrolled at the school. As a condition of employment in accordance with the *Working with Children (Risk Management and Screening) Act 2000 (Qld)*, employees are expected to obtain and hold for the duration of employment, a current Suitability Notice (Blue Card).

Note that staff are required to familiarise themselves with the School's Child Protection Policy and The Cathedral School Early Learning Centre's policies and procedures.

With regard to child behaviour, an Educator's role is to use developmentally age appropriate strategies to encourage children to make appropriate behaviour choices. Serious misdemeanours are to be reported to the Early Learning Coordinator / Childcare Coordinator so that appropriate action may be taken. It is within the staff's Duty of Care to step in when a situation is unsafe or a child is at risk.

All employees recognise and accept that multi skilling is an essential component of The Cathedral School Early Learning Centre and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with their obligation to act impartially. Nor should such information be used improperly cause harm or detriment to any person, body, or the School.

Proof of qualifications will also be required prior to commencement.

PRIMARY ROLE PURPOSE

The positions will be required to fulfil 2 main functions. These being:

1. Assist to provide a high level of education to assist each child to reach their full potential;
2. Provide exceptional pastoral care.

The Educator's role is to provide a safe, caring and Christian environment which fosters and supports the learning and personal development of each child. Educators are required to contribute to the provision of a quality education program by assisting and supporting the Educators in the preparation of learning materials, working directly with students, assisting toileting and dressing of students and participating fully in the programs and routines of The Cathedral School Early Learning Centre.

In order to provide an excellent service and support the learning and personal development of each child the position will be required to participate and/or complete an annual induction program covering child protection, professional development including online portal training as required by the Centre and attendance at staff meetings.

Learning at The Cathedral School Early Learning Centre is a partnership and shared responsibility between the school, home and the child. A climate of mutual trust and respect is created through open, positive communication between staff, parents and children.

RELATIONSHIPS AND AUTHORITY

The position is responsible to the Early Learning Coordinator/Childcare Coordinator for the day to day performance of duties. Educators are expected to work in consultation with all staff in The Cathedral School Early Learning Centre.

This level requires employees who have had sufficient experience and/or training to enable them to carry out their assigned duties under routine supervision, using established procedures, practices and instruction.

Problems are solved by reference to established practices and procedures, and the application of initiative or judgement in applying them or by reference to the Early Learning Coordinator/Childcare Coordinator.

The position will require supervision of students on a daily basis. Peer guidance and assistance for less experienced employees may be required from time to time.

SKILL AND KNOWLEDGE

Essential Criteria

The Childcare Educator will be required to meet the following Essential Criteria and actively work towards obtaining the desired Competencies, Knowledge & Skills.

Qualifications

- Certificate III or Diploma in Children's Service or equivalent as recognised by the Education & Care Services National Law Act / Education & Care Services Regulations is the minimum formal requirement.
- Current Suitably 'Blue Card' or exemption notice.
- Current First Aid, CPR, Asthma & Anaphylaxis certificates are required and must be kept up to date.

Competencies, Knowledge & Skills

- A working knowledge of the current Education and Care Service Act and Education and Care Service Regulations is required.
- Complete yearly induction program.
- Complete yearly professional development programs.
- Ability to work with a diverse group of children.
- Excellent time management skills.
- Ability to affirm the unique worth of each child.
- Advanced interpersonal, communication and listening skills.
- Ability to work as a team and to receive and follow procedures and instructions.
- Ability to attend staff meetings.
- Ability to demonstrate initiative in daily routines/duties.

Desirable Competencies, Knowledge & Skills

- Knowledge of Early Learning Years Framework would be an advantage.
 - Behaviour Management skills.
 - Ability to track and record children's development throughout the year.
 - Accept individual differences in ability, need and learning styles and always cater for these differences.
 - Demonstrate abilities of reliability, tact, confidentiality and discretion.
 - Demonstrate initiative and flexibility in working with children.
 - Ability to reflect and evaluate educational practices.
 - Ability to transfer theory into practice.
 - Attend professional development programs to enhance skills and knowledge.
 - Basic understanding of occupational health and safety and anti-discriminatory practices.
-

KEY ACCOUNTABILITIES:

The key accountabilities of the Childcare Educator are to work with Centre Educators to implement a quality education program. This includes:

Educational

- Be responsible for the group of children in your care.
- Implement programs for the physical, social, emotional and cognitive needs of the children in your care.
- Arrange for the use of the environment, equipment, furniture, toys and consumables materials to meet the developmental needs of the children.
- Prepare and maintain materials, in conjunction with Educators, required for the daily program.
- To maintain records and ensure they are kept up to date.
- Supervise all indoor and outdoor play areas to ensure healthy and safe practices.
- To maintain confidentiality in respect of children and their parents at all times. To regard information learned about children and families in The Cathedral School Early Learning Centre as strictly confidential and not be discussed with anyone other than the Early Learning Coordinator/Childcare Coordinator.
- Be aware of special/additional needs, cultural, linguistic, religious, gender, language diversities and socio-economic differences and treat each child with dignity and respect.

Pastoral

- Observe and interpret children's behaviour and appropriately communicate progress or problems to parents.
- Act as an appropriate role model and care-giver while supervising children at play and at routine times.
- Assist in children's arrivals and departures using appropriate communication skills to ease any anxieties of parents and/or children.
- Liaise with and support parents and actively encourage parent involvement.

Other

- Ensure all equipment, furniture, toys and materials are maintained in a safe and hygienic condition at all times. Report any maintenance required to the Early Learning Coordinator/Childcare Coordinator.
 - Work as part of the team to achieve Centre aims and objectives and develop co-operative relationships that ensure the smooth operation of the Centre.
 - To provide feedback and input in the development of Centre policies and procedures and implement accordingly at all times.
 - Be clear about action to be taken in the case of emergencies (e.g. accidents, fire, suspected child abuse and attempts at unauthorised removal of children from the Centre).
 - Perform any other duties as directed by the Early Learning Coordinator/Childcare Coordinator or Head of Junior School.
 - Participate in staff development days, Class Information nights' and Performance Evenings.
 - Staff meetings and professional development sessions are attended when instructed to attend.
-

- Childcare educators are required to complete cleaning tasks, including personal hygiene care of the children, sweeping, mopping, wiping benches as well as occasional food preparation and distribution.
- There is some lifting involved throughout the day from setting up and packing away the outside play area, carrying bedframes and lifting and carrying mops and buckets.

Workplace Health & Safety

- Be aware of the school's WHS Management System.
- Perform all work and associated functions in a safe manner.
- Comply with all documented WHS policies, procedures, work instruction and verbal instructions issued by the organisation or its officers.
- Correctly use and maintain all personal protective clothing and equipment supplied by the organisation.
- Identify hazards, conduct risk assessments, and take corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WHS procedures.
- Establish and maintain a high standard of housekeeping and cleanliness within individual work areas and on the school's property generally.
- Report and assist with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- Attend any team talks or specific training supplied by the school.
- Be familiar with the location of first aid equipment, fire protection facilities and evacuation procedures.
- Work in a manner that will not endanger yourself, other employees or the general public.

These duties are indicative of the tasks encompassed in this position and are not exhaustive. They may also vary over time to reflect the changing needs of The Cathedral School Early Learning Centre.

FUNCTIONAL JOB REQUIREMENTS:

Critical job demand descriptor	% of time the task is performed	Task
Constant	>66%	Continual walking around indoor and outdoor areas over even and uneven surfaces (mats, tiled bathrooms surface, synthetic grass and sand) Maintaining semi-full squat position for 10-30 seconds at any one time when interacting with children (particularly at activities desk) Talking and interacting with children Picking up toys/objects off the ground Moving outdoor play equipment Lifting and lowering beds to/from floor and placing sheets on beds

Critical job demand descriptor	% of time the task is performed	Task
Constant	>66%	Wiping/washing children's hands Cleaning walls, play equipment, bookcases, activity desks below waist height Sweeping, dust panning Emptying garbage bins Lifting/lowering sandpit mat from storage Distributing food plates to children
Frequent	34%–66%	Reaching floor to overhead height Carrying bed frames, play equipment and children e.g. Moving/lifting outdoor play equipment lifting and moving bed frames over a distance (up to 24 beds lifted in succession) Pushing food distribution trolley Filling/emptying bucket and pushing mop Picking up items from the ground Assisting with toileting children Readying outdoor area Retrieving bottles and nappies stored at above shoulder height
Occasional	5%–33%	Feeding, assisting toddlers Assisting with arts and motor development Dressing children
Rare	<5%	Lifting/carrying/pushing outdoor play equipment weighing more than 15kg Sitting, filing, phone calls and administration Climbing more than 4 steps (step ladder)

Applying for the Position

Applicants wishing to apply for the position are required to submit a cover letter addressing their experience and ability to perform the main functions of the position. In addition, applicants will need to submit a resume outlining their experience providing 3 work references to which the school can contact.

Please send applications to:
Human Resources
The Cathedral School,
Email: hr@cathedral.qld.edu.au