



# POSITION DESCRIPTION

Early Childhood Assistant (Unqualified)

## EARLY CHILDHOOD ASSISTANT (Unqualified)

<b>POSITION TITLE:</b>	Early Childhood Assistant (Unqualified)
<b>POSITION NUMBER:</b>	5026
<b>AWARD:</b>	Queensland Local Government Industry (Stream A) Award – State 2017
<b>AWARD CLASSIFICATION:</b>	Assistant Unqualified Provisions of appointment pay level and progression to be in accordance with the applicable award
<b>REPORTS TO:</b>	Director Childcare
<b>DEPARTMENTS:</b>	Community Services
<b>LAST REVIEWED:</b>	May 2021

### ABOUT US

Our communities are famous throughout Australia for being the friendliest in North West Queensland. Our towns are well serviced, our natural resources are used wisely, our local economy is diverse and strong, and the local government administration works collaboratively with us to achieve our aspirations.

#### *Our Commitment*

We inspire people to  
create a better future.

#### *Our Vision*

Whether you live here or visit, you will  
see how much we value our natural  
beauty, how connected our communities  
are, and how balanced growth makes  
this the best place in the world.

#### *We Value*



Honesty



Integrity



Accountability

### OBJECTIVE OF THIS ROLE

This position is responsible for assisting in the preparation, implementation and evaluation of a developmentally appropriate program that addresses the needs of children both individually and as a group.

All employees are required to abide by the policies, Code of Conduct, procedures, philosophies and all statutory requirements of Cloncurry Shire Council ("Council") and Curry Kids Early Learning Centre while providing quality care and education for young children at the Centre.

### REPORTING LINES

This position reports to the Director Curry Kids Early Learning Centre and liaises with key internal and external stakeholders.



# POSITION DESCRIPTION

Early Childhood Assistant (Unqualified)

## GENERAL DUTIES AND RESPONSIBILITIES

- Minimise stress in young children and their parents when being separated;
- Maintain an environment which is relaxed, home-like, aesthetically pleasing and safe for children and staff to stay and work in;
- Be responsible for cleaning and laundry related duties within the group or as requested;
- Other duties that may be reasonably expected within the scope of the position, knowledge, skills and capabilities.

## KEY RESPONSIBILITIES IN THIS ROLE

This outlines the general duties and responsibilities of the position, but is not all encompassing:

- Work with and provide support for all educators in accordance with all Curry Kids and Council policies, procedures, standards and legislation;
- Prepare and maintain equipment, educational materials and environment in a hygienic and safe manner at all times;
- Assist with the monitoring, recording and evaluation of individual children in their activities and provide feedback, information and issues of concern to the Group Leader which contributes to the ongoing improvement of care and programs being implemented;
- Maintain open lines of communication with parents in relation to the developmental needs and interests of their children while encouraging parent participation in the programs;
- Ensure all children are well supervised at all times with a focus on safety and wellbeing;
- Actively participate in staff meetings and training opportunities as required;
- Perform incidental administration duties when required (i.e. completing accident/incident forms, checklists etc.);
- Actively involve children in tidying up as they finish an activity;
- Actively contribute to the Quality Improvement and Accreditation process;

## ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

- Have an interest in learning early childhood development, programs, legislation and codes of practice and how they relate to the position;
- Demonstrated knowledge of cultural, social, environmental and ethical considerations that may impact on the delivery of programs.
- Demonstrated ability to support, follow and implement care and education programs as set down by the Group Leader or Director;
- Demonstrated understanding of confidentiality of information in relation to the Centre and Council as a whole.
- Effective interpersonal, written and verbal communication skill with the ability to communicate with a diverse range of people with varying levels of education and understanding;
- Demonstrated ability to work effectively individually and as part of a team;
- Demonstrated ability to interact with children and families in a positive, sensitive and respectful manner;
- Sound understanding of Workplace Health and Safety practices relevant to the position.



# POSITION DESCRIPTION

Early Childhood Assistant (Unqualified)

## KEY SELECTION CRITERIA

- Understanding of National Quality Standards, the Curriculum Frameworks, and Quality Improvement Plans and how they influence the learning and teaching program.
- Ability to develop relationships with families that support and value family's expertise, beliefs and allows for families to be involved with and contribute to decision making about their child's learning and wellbeing.
- Ability to document, monitor and assess child learning and to use this data to inform educational programs and practices for improved child guided learning.
- High level written and verbal communication skills and high-level interpersonal skills including the capacity to establish and maintain collaborative relationships with other employees and the broader community to focus on children's learning, wellbeing and engagement.
- Behaviours and attitudes consistent with Curry Kids and Cloncurry Shire Council values, including a commitment and capacity to actively contribute to and manage professional relationships.
- Commitment to continually improving teaching quality and capacity through the application of knowledge, skills and expertise derived from ongoing professional development and learning.

## QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

### Mandatory:

- Have a current First Aid, CPR and Anaphylaxis Certificate or the ability to acquire before commencement;
- Have a current Positive Notice Working with Children Blue Card or the ability to acquire before commencement.

### Desirable:

- Current police clearance

## WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council Officers have an obligation to uphold workplace health and safety due diligence when working for the Council, Under Section 27 of the *Work Health and Safety Act 2011*("Act")

### To ensure that the person conducting the business or undertaking:

1. to acquire and keep up-to-date knowledge of work health and safety matters
2. to gain an understanding of the nature of the operations and generally of the hazards and risks associated with those operations
3. has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking
4. has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information
5. has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above.



# POSITION DESCRIPTION

Early Childhood Assistant (Unqualified)

Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date