

POSITION DESCRIPTION



The Cathedral School
of St Anne & St James
TOWNSVILLE

AVAILABLE POSITIONS:

Full-time Childcare Educators
12 month full-time maternity leave contract position

REPORTS TO:

Luke Bails (Principal)

Louise Anderson (Head of Junior School/ Nominated Supervisor)

Julie Whitbread (Early Learning Coordinator)

Emma Grundy (Childcare Coordinator)

COMMENCEMENT DATE:

28th September 2026

APPLICATIONS CLOSE:

We will assess applications as they arrive, so please apply today!

Join the Fun at Cathedral!

Are you an enthusiastic and nurturing educator with a passion for guiding young minds? Do you have the knack for turning ordinary days into extraordinary experiences? If so, then we have the job for you! The Cathedral School is seeking dedicated Childcare Educators to work in its licenced Childcare Centre. If you are looking for a change of role that offers no under-roof ratio and fully covered meal breaks this might be the job for you.

Why you'll love this job:

- **Be a hero** - you'll be a star for children, leading the daily operations for your group, organising fun activities and ensuring they have a blast every day.
- **Creative freedom** – create fun exciting learning experiences, develop and implement age-appropriate learning programs that will keep children engaged and smiling.
- **Build bonds** - Form meaningful connections with children and their families, becoming a trusted and beloved figure in their lives.
- **Team spirit** - Work alongside a fantastic team of fellow educators who share your passion for making a positive impact.

From the minute you walk into our Centre you know that you have arrived at a very special place. With landscaped gardens and views of the school's unique lagoon and spectacular rain trees, it's a place that's hard to beat. Our Early Learning Centre provides wonderful facilities, excellent resources including its very own toy library and allows staff to enjoy uninterrupted break times. The Centre is a part of The Cathedral School community, one built upon the foundations of connection and strong relationships with our children and families.

What makes us stand apart and adds value to your day and employment:

- **No 'under roof' ratio!**
- Uninterrupted break times!
- Competitive above award wages.
- Spacious learning spaces and playgrounds.
- Weekly team meeting time where room educators are relieved from class for collaborative discussion and reflection.
- Extensive 'Toy library' resource collection.
- Fortnightly rotational roster to provide predictability of shifts.

What can we offer you?

- A supportive, collaborative, friendly work environment where fun is a priority.
- Complimentary uniform shirt.
- Free annual flu shot.
- Designated professional development days and ongoing support from an accomplished Leadership team.
- Generous employer and employee super contribution scheme.
- Onsite car parking.
- Access to our Employee Assistance Program (EAP) for team members and their families.
- Paid training for First Aid and CPR refreshers including asthma and anaphylaxis.
- All meal breaks covered by float staff.
- Discounted health fund membership.

PRIMARY ROLE PURPOSE:

The Childcare Educator position is as specified in the Letter of Offer. The position will be required to fulfil 2 main functions. These being:

- Assist to provide a high level of education to assist each child to reach their full potential;
- 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:

- Annual induction program covering student protection;
- Professional development including online portal training as required by the Centre;
- 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.

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.

SKILLS 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 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.

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.

ORGANISATIONAL EXPECTATIONS:

All employees are expected to conduct themselves professionally, ethically and responsibly in a manner that upholds the ethos and reputation of the School. Employees must treat students, families, colleagues, contractors, volunteers and the wider school community with courtesy, fairness and respect, and contribute to a safe, inclusive and child-safe environment.

Employees must comply with the School's policies, procedures, lawful and reasonable directions and organisational practices, including the Staff Code of Conduct – Student Safety and Wellbeing, Student Safety and Wellbeing Manual, Dress Code, Work Health and Safety requirements, privacy and confidentiality obligations, and mandatory training relevant to their role.

Employees must perform their duties to the best of their ability, be accountable for their conduct, decisions and performance, act honestly and in good faith, work collaboratively, and contribute positively to the School community.

The Cathedral School is committed to the safety, welfare and wellbeing of children and students. Employees must promote and protect student safety, maintain appropriate professional boundaries, exercise duty of care and supervision, and promptly report concerns, allegations, disclosures, risks or breaches in accordance with school procedures and applicable legal requirements.

Employees must complete annual induction and mandatory training, follow school procedures, take reasonable steps to prevent foreseeable risk of harm, and escalate concerns where a student's safety, welfare or wellbeing may be at risk.

As a condition of employment, employees must hold and maintain all qualifications, registrations, suitability clearances and authorities required for their role, including, where applicable, Queensland College of Teachers registration, a current Suitability Notice (Blue Card), National Police History Check, First Aid and CPR certification. Proof of qualifications will be required prior to commencement.

Employees must ensure they are fit for duty, take reasonable care for their own health and safety and the health and safety of others, and comply with work health and safety legislation, risk management processes and incident reporting requirements.

Confidential, personal and sensitive information obtained through employment must only be accessed, used, stored or shared for legitimate school-related purposes. Employees must not disclose information to unauthorised persons or use it for personal advantage, to benefit another person, or in a way that may cause harm or detriment to any person, body or the School.

Employees must communicate professionally, respectfully, accurately and in a timely manner, use approved school systems and processes where required, and maintain appropriate confidentiality in all dealings with students, families, colleagues and external parties.

Employees may be required to undertake duties outside their usual role or specialism, provided those duties are lawful, reasonable and within their skills, competency and capability. This position description is a guide only and is not intended to be an exhaustive list of duties.



APPLYING FOR THE POSITION

Applicants wishing to apply for the position are required to submit a cover letter and resume outlining their experience providing 3 work references to which the school can contact. We will assess applications as they arrive, so please apply today!

All staff at Cathedral are expected to support the philosophies of the school, must either hold or be able to obtain a Blue Card and/or be registered with the Queensland College of Teachers. Applicants will be subjected to blue card screening, referee checks, identification verification, and will be required to disclose any information relevant to their eligibility to engage in activities involving children and young people.