

# POSITION DESCRIPTION



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

## AVAILABLE POSITIONS:

Permanent full-time Lead Educator

## REPORTS TO:

Luke Bails (Principal / Nominated Supervisor)

Louise Anderson (Head of Junior School)

Julie Whitbread (Early Learning Coordinator)

Emma Grundy (Childcare Coordinator)

## COMMENCEMENT DATE:

January 2025

## APPLICATIONS CLOSE:

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

## Join the Fun at Cathedral!

Are you ready to make a difference in the lives of young children? Do you have the knack for turning ordinary days into extraordinary experiences? If so, this might be the job for you! The Cathedral School is seeking a Lead Educator 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 role for you.

Why you'll love this job:

- **Be a hero** - you'll be a star for children, helping them with play, organising fun activities and ensuring they have a blast every day.
- **Creative freedom** – create fun exciting learning experiences, plan and lead games, crafts and projects 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.
- 2.5 weeks closure over Christmas.
- 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. Teachers and Lead Educators are relieved from class to borrow and return resources each week.
- Off-the floor, experienced Educational Leader who meets individually with Lead Educators and Teachers on a monthly basis.
- Fortnightly rotational roster to provide predictability of shifts.

What can we offer you?

- A supportive, collaborative, friendly work environment where fun is a priority.
- Discounted childcare and school fees.
- Complimentary uniform shirt annually.
- 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.
- Additional days off for permanent full-time employees.

## PRIMARY ROLE PURPOSE

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

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

The position is to provide a safe, caring, and Christian environment which fosters and supports the learning and personal development of each child and are expected to support the aims of the school, its policies, and practices.

In order to provide an excellent service and support the learning and personal development of each child, Educators will be required to participate and/or complete:

- Annual induction program covering child protection;
- Professional development including online portal training as required by the Centre;
- Attendance at staff meetings.

Lead Educators are required to contribute to the provision of a quality education program, enriching learning through innovative learning spaces, methods, technologies, and partnerships and, to promote learning as a lifelong process and something to be enjoyed and maximised for each child.

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.

## 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, and skills.

#### *Qualifications*

- Lead Educator positions are required to hold or be currently studying towards a Diploma in Early Childhood Education and Care or equivalent as recognised by the Education & Care Services National Law Act / Education & Care Services Regulations.
- Current First Aid, CPR, Asthma & Anaphylaxis certificates.
- Valid Working with Children Check (Blue Card).

#### *Competencies, Knowledge & Skills*

- Ability to develop learning programs incorporating the Early Years Learning Framework and transfer this into classroom practice (applicable for the Lead Educator positions).
- 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 to receive feedback, instigate change.
- Ability to follow procedures and instructions.
- Ability to attend staff meetings.
- Ability to demonstrate initiative in daily routines/duties.

#### *Desirable Qualifications, Competencies, Knowledge & Skills*

- ICT skills and the ability to record ongoing observations and daily journals.
- Behaviour guidance skills.
- Ability to track and document 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 positions include:

### LEAD EDUCATORS

Caring for children whilst maintaining a high level of early childhood practices including:

- Application of current learning practices throughout the daily routine.
- Develop, plan (using Xplor or school designated software), implement and evaluate age appropriate programs for the physical, social, emotional, and cognitive needs of the children in their care, in collaboration with the room assistant.
- To prepare daily journals and ongoing observations and ensure they are kept up to date.
- Assess, record and report on children's progress.
- Organise sleep breaks for children including moving bedframes throughout the room.

#### *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 required for the daily program, in collaboration with other Educators.
- To maintain records and ensure they are kept up to date.
- Supervise all indoor and outdoor play areas to ensure healthy and safe practices.
- Assisting with the toilet training and toileting needs of children.
- To always maintain confidentiality in respect of children and their parents. 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 caregiver while supervising children at play and at during transitions.
- Engage and interact with children at their eye level.
- 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.

- Encourage children to take responsibility for their own actions and make them aware of the need to show respect for others in interpersonal relationships.

### 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 and parent information nights. Lead Educators are also required to participate in parent interviews.
- 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.

## 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 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 students of the school.

The Cathedral School is committed to maintaining a healthy and safe work environment. Everyone must adhere to the *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).

Staff are required to take an active role and be well informed regarding their legal obligations in relation to child safety and duty of care. Staff must familiarise themselves and comply with the school's Student Protection Manual.

Proof of qualifications will be required prior to commencement.

The position description is a guide only and is not intended to be an exhaustive list of duties attached to this position. Employees may be required, from time to time, to undertake duties that are outside their usual role or specialism, 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.

## APPLYING FOR THE POSITION

We are looking for applicants who are **team players** and have a willingness to work collaboratively with our staff to ensure that our Centre remains a great place to work and learn.

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!

Please send applications to:  
Human Resources  
The Cathedral School  
Email: [hr@cathedral.qld.edu.au](mailto:hr@cathedral.qld.edu.au)