# ASSISTING EDUCATOR (Cert III)

Position Description

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| **Position Title:** | Assisting Educator (Cert III) |
| **Award:** | Educational Services (Schools) General Staff Award 2020 |
| **Level/Salary:** | Level 2-3 (Preschool/childcare services grade 2 or 3) – depending on qualifications |
| **Reports to:** | ELC Director/s |
| **Direct reports:** | N/A |

## CCC Commitment

Cooloola Christian College (CCC) is committed to providing a child safe environment where students feel, and are, safe. CCC maintains a zero tolerance for child abuse. Every person involved in the College and ELC has a responsibility to understand the important and specific role they play, both individually and collectively, to ensure that the wellbeing and safety of all students is at the forefront of every decision they make.

Children's safety, rights and best interests are paramount in all aspects of the Service's operations, decision-making and functions. The educator ensures that child safety and wellbeing take priority over all other considerations and are embedded within everyday practice, policies and procedures.

## Position Objective

- To create and deliver developmentally-appropriate, engaging, inclusive and safe learning experiences that foster each child's growth and curiosity.
- Collaborating with families and staff to ensure high-quality, reflective and play-based learning in line with the NQS and Cooloola Christian College Early learning Centre's philosophy.

## Qualifications, Skills and Knowledge

- Certificate III in relevant field or 'actively working towards';
- Working with Children Blue Card;
- Current First Aid and CPR (industry specific), Anaphylaxis and Asthma Management Certificates.

## Key Responsibilities

As Assisting Educator, you are expected to be an active member of a team which provides high-quality early childhood education and care to children. This includes:

- Demonstrating an understanding of the Service philosophy, policies, procedures and regulatory requirements under the NQF.
- Alongside Lead Educators, facilitating a play-based learning environment and educational program that fosters exploration, curiosity and meaningful engagement for all children, promoting agency, creativity and problem solving through hands-on, child-led and inquiry-based investigative experiences.

- Assisting the room leader and educational leader to plan, implement and evaluate educational programs aligned with the Early Years Learning Framework.
- Ensuring compliance with child safety legislation, and mandatory obligations, and integrating these expectations into daily practice.
- Supporting the room leader in ensuring that staffing ratios and adequate supervision is maintained at all times.
- Building and maintaining a cohesive team environment with positive channels of communication.
- Participating in staff and team meetings as required, communicating openly and professionally, and contributing positively to teamwork and shared responsibility.
- Fostering positive, nurturing, and supportive relationships with all children to promote a sense of belonging, security, and wellbeing. Ensure interactions reflect respect for children as competent and capable learners, and build respectful, responsive and reciprocal relationships in line with the NQS and ECA Code of Ethics.
- Building positive, respectful, and inclusive relationships with families, fostering trust, collaboration and open communication. Ensure families feel welcomed, valued and supported in understanding the Service program, routines and practices.
- Actively contributing to the Quality Improvement Plan (QIP) by assisting to identify strengths, challenges and opportunities for enhancement. With support from the lead educator and educational leader, participate in audits, reviews, self-assessment and planning processes, using critical reflection and observations to drive continuous improvement.
- Additional duties as requested by the Director from time to time to contribute to the care of children and smooth running of the Centre.

WHS

- Take reasonable care for own health and safety;
- Take reasonable care that any acts or omissions do not adversely affect the health and safety of others;
- Comply, so far as reasonably able, with any reasonable instruction that is given by the College to allow compliance with the legislation;
- Co-operate with any reasonable policy or procedure of Cooloola Christian College relating to health or safety at the school, that has been notified to staff;
- Attend WHS information, instruction and training opportunities, as provided, and apply learning.