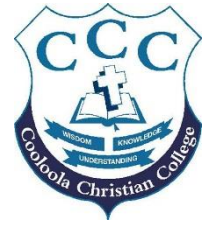




Cooloola Christian College



Position Description – SAC Lead Educator

1. OVERALL OBJECTIVES

The broad purpose of the role of Early Childhood SAC Educator (School Age Care) is to work as a member of a team that generates and maintains a play based learning environment for children from Prep to Year 6.

2. ACCOUNTABILITY

The position:

- is directly responsible to: Director of Early Learning Centre
- is accountable to: Director/Nominated Supervisor, Principal
- relates to: Director, teachers, educators, staff and children's families

3. QUALIFICATIONS

Diploma in Children's Services or similar Educational qualification as per National Regulations.

4. SPECIAL CONDITIONS

Working with Children Blue Card; Current First Aid Certificate, Anaphylaxis, Asthma Management Certificates.

5. AWARD

Education Services (Schools) General Award 2020 and classification Level 4.1.

6. ATTRIBUTES

These are generally personal in nature and reflect the desired attributes of staff, including:

- Acts always in a manner consistent with the College ethos.
- demonstrated ability to function effectively as part of a team;
- a helpful attitude, with necessary firmness;
- ability to maintain confidentiality
- work in a positive, encouraging and friendly demeanour;
- punctuality and willingness to comply with current College dress code;
- ability to maintain a tidy work space and make effective use of time;
- commitment to upholding College rules and regulations;
- ability to communicate via written and oral instructions;
- ability to be a good role model to children, staff and families.

7. RESPONSIBILITIES

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

- 7.1 Supporting the philosophy, vision and mission of the College;
- 7.2 Developing strong positive relationships with children at the service;
- 7.3 Support and partner with families and the College and the community;
- 7.4 Implementing the policies and associated procedures of Cooloola Christian College Early Learning Centre;
- 7.5 Working with other staff towards continuous improvement in all areas of the service's operation.

- 7.6 Ensuring the atmosphere within the SAC Program is positive and caring at all times;
- 7.7 Ensure that all sign in / out procedures are carried out correctly, including collections by authorised persons;
- 7.8 Prepare and serve Afternoon Tea as required, ensuring it is both interesting and nutritious;
- 7.9 Encourage and model good manners and respect;
- 7.10 Maintain patience when dealing with difficult issues or behaviour problems that arise. Quickly report / pass to the Director unresolved issues;
- 7.11 Ensure all equipment is accounted for at the end of the day and that all equipment is in good working order. Report to the Director any damages or unaccounted for pieces of equipment;
- 7.12 Deliver the recreational program by:-
 - Planning the program
 - Joining in / supervising the activities with the children
 - Be aware of children with special needs and allergies
 - Implement behaviour management strategies
 - Attending all staff meetings and in-service training
 - Refer all enquiries or parent concerns to the Director
- 7.13 Maintain professional conduct at all times;
- 7.14 Be well-informed in relation to responsibilities under the Commission for Children and Young People Act 2000 and revision 2008;
- 7.15 As per National Quality Standards, assume an equal share of the cleaning duties within the centre.

8. KEY ACCOUNTABILITIES

- 8.1 Work in accordance with the requirements of the Education and Care Services National Law (Qld) 2011, Education and Care Services National Regulations 2021 and the National Quality Standard for Early Education and Care; the Child Protection Act 1999, and child protection legislation, WH&S legislation and requirements;
- 8.2 Work in accordance with the Code of Ethics of Early Childhood Australia;
- 8.3 Implement the Centre's philosophy in undertaking all other duties;
- 8.4 Work in accordance with the policies and associated procedures of Cooloola Christian College Early Learning Centre;
- 8.5 Provide ongoing support and assistance to other staff in all areas of service operation especially in maintaining a safe clean and healthy environment.

9. WORKPLACE HEALTH & SAFETY

The position is responsible to:

- Comply with the WHS policy, safe work procedures, instructions and rules, particularly in the correct use of equipment;
- Identify any unsafe behaviour, or unsafe or unhealthy conditions, and report these to the person's supervisor;
- Adopt risk management strategies to minimise the risk of injury to people and property in the workplace;
- Be responsible for own health and safety and that of others in the workplace who may be affected by his/her acts or omissions at work;
- Cooperate with his/her Principal or other person so far as is reasonably practicable to enable compliance with any requirements under the Queensland Work Health and Safety Act 2011

and Work Health and Safety Regulation 2011 or other legislation that is imposed in the interests of health, safety and welfare on any person;

- Cooperate, so far as is reasonably practicable, with any consultation process undertaken for the health and safety of all persons in the workplace;
- Attend WHS information, instruction and training opportunities, as provided, and apply learning;
- Co-operate in the annual OHS auditing process.

10. REFERENCE DOCUMENTS

- Letter of Appointment
- Early Learning Centre Staff Handbook
- Workplace Health & Safety Manual
- CCC Early Learning Centre Policies:
 - 40.1 Educational Program Policy
 - 40.2 Health & Safety Policy
 - 40.3 Physical Environment Policy
 - 40.4 Staffing Policy
 - 40.5 Relationships with Children Policy
 - 40.6 Collaborative Partnerships Policy
 - 40.7 Leadership & Management Policy
- Responsibilities as per the National Quality Standard (see attached)

11. APPRAISAL & REVIEW

A probation period of 6 months applies to this position and a Performance Review will be completed with the employee prior to the expiry of that period. Thereafter, a Performance Review will be completed annually.

RESPONSIBILITIES AS PER THE NATIONAL QUALITY STANDARD

- 1. Educational Program and Practice**
 - 1.1 The educational program enhances each child's learning and development;
 - 1.2 Educators facilitate and extend each child's learning and development;
 - 1.3 Educators and co-ordinators take a planned and reflective approach to implementing the program for each child.
- 2. Children's Health and Safety**
 - 2.1 Each child's health and physical activity is supported and promoted;
 - 2.2 Each child is protected.
- 3. Physical environment**
 - 3.1 The design of the facilities is appropriate for the operation of a service;
 - 3.2 The service environment is inclusive, promotes competence and supports exploration and play-based learning.
- 4. Staffing Arrangements**
 - 4.1 Staffing arrangements enhance children's learning and development;
 - 4.2 Management, educators and staff are collaborative, respectful and ethical.
- 5. Relationships with Children**
 - 5.1 Respectful and equitable relationships are maintained with each child;
 - 5.2 Each child is supported to build and maintain sensitive and responsive relationships.
- 6. Collaborative Partnerships with Families and Communities**
 - 6.1 Respectful relationships with families are developed and maintained and families are supported in their parenting role;
 - 6.2 Collaborative partnerships enhance children's inclusion, learning and wellbeing.
- 7. Governance and Leadership**
 - 7.1 Governance supports the operation of a quality service;
 - 7.2 Effective leadership builds and promotes a positive organisational culture and professional learning community.