

Lead Educator POSITION DESCRIPTION



Position Number:	3442
Department:	Communities and Lifestyle
Section:	Communities and Culture
Unit:	Library and Child Services
Position Status:	Fixed Term Full Time
Classification:	Level Group Leader 1 Year Qualified to 3 Year Qualified - Rockhampton Regional Council Child Care Workers Certified Agreement 2022 – Internal Employees
Reports To:	Director City Child Care Centre
Revised:	November 2024

General Position Statement

This position supports Council's direction by providing quality leadership to the child care team, in a professional, efficient and confidential manner in accordance with current Child Care Regulations and Centre policies. The position will provide leadership in delivering and guiding high quality, inclusive programs within the Centre.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Provide positive and responsive care for children with a focus on their developmental and routine needs in line with the National Quality Framework.
- Work collaboratively with the Child Care Teacher and follow directions given by them to provide and plan flexible and stimulating programs.
- Observe, record and analyse the children's learning and development.
- Engage with and supervise all children at the Centre whilst ensuring Assistants are actively engaged with the children.
- Maintain smooth and efficient running of a room by effectively leading and communicating with other team members.
- Guide and mentor your room Assistants with day to day practices and offer support and guidance to all Assistants.
- Build and maintain respectful and positive relationships with team members, children and families.
- Support a culture of reflective practice and continuous improvement.
- Ensure the environment is maintained in a safe and hygienic manner at all times.

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- Refer matters that may impact upon the business, Council and employees to the Director, Coordinator or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Demonstrated professional experience working in a similar role within a child care centre or early years learning environment.
- Demonstrated experience working with the National Quality Framework.
- Experience in implementing age appropriate programs in line with the National Quality Framework.
- Knowledge and understanding of statutory requirements relevant to the work area.
- Knowledge and understanding of policies and procedures relevant to the Unit.
- Ability to effectively operate Council's computer systems including the MS Office Suite and Qikkids.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Goal Setting – Ability to set, define and deliver goals that are SMART – *Specific, Measurable, Achievable, Relevant and Timely*.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.
- Manage Resilience and Wellbeing – Commitment and the ability to participate in safety programs to support safety, health and wellbeing in the workplace.

Qualifications

- Diploma level qualification in early childhood as approved under the National Quality Framework or currently working towards an approved qualification with at least 50% completion.
- Blue Card for working with Children and Young People. This position falls under the definition of regulated employment in the *Working with Children (Risk Management and Screening) Act 2000* and as such, persons seeking engagement in this position must undergo screening checks under the blue card system administered by the Department of Justice and Attorney-General.
- First Aid in Education Care and CPR Certificate.

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Desirable Qualifications and Experience

- Management of Asthma Risks and Emergencies in the Workplace Certificate
- Management of Anaphylaxis Certificate.

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development*.

Work Environment and Physical Demands

- This position is an indoor and outdoor role and will require the employee to carry out physical tasks which may include manual handling/lifting children of up to 20kg, repetitive bending, kneeling, twisting and/or squatting.

Additional Requirements

- Ability to work in an office and outdoor environment.
- Ability to undertake Responsible Person in Charge role as required.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Ability to be immunised against Hepatitis A&B, Tetanus, MMR (Measles, Mumps, Rubella), Varicella (Chickenpox), Pertussis (Whooping Cough) and Influenza.

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

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Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	