

Employment

DOCUMENT

Assistant Educator



SUNCOAST
CHRISTIAN COLLEGE



SUNCOAST
 **Little Learners**

suncoastlittlelearners.com.au

POSITIONS VACANT

The College has a fulltime opportunity available for a suitably qualified and experienced Assistant Educator. This person will play a key role in assisting teaching staff across the Kindy and Pre-Kindy rooms. The successful applicant will work 38 hours per week within centre opening and closing times (i.e. between the hours of 6:45am and 5:45pm in accordance with a roster provided 1 week in advance). Little Learners operates for 48 weeks of the year and in accordance with Education Queensland State School Term Weeks. This role will require applicants to work during the school holidays as the centre is open during this time. Depending on operational requirements and the number of students attending the Centre during the school holidays, working reduced hours during school holiday periods may be made available to staff at times. Little Learners closes for 4 weeks between Christmas and New Year and employees are encouraged to take their annual leave during this time. Expected start date ASAP.

Suncoast Christian College is established as a ministry of Suncoast Christian Church, a member of International Network of Churches Australia. Situated on the beautiful Sunshine Coast, this well established Pre-prep to Year 12 co-educational, Christian College of over 1000 students invites applications from suitably qualified passionate and dedicated applicants with who are supportive of the aims of Christian Education.

The successful applicant will be a committed Christian and have appropriate qualifications.

Position Requirements

- Early Childhood Certificate or equivalent (or studying towards achieving this)
- Up to date First Aid, CPR, Asthma and Anaphylaxis Certificates
- Paid Blue Card
- Prior experience in an Early Childhood setting essential
- Sound knowledge of the EYLF, NQF and NQS
- Excellent verbal and written communication with a high level of dedication and professionalism
- Demonstrated ability to develop, plan and implement a high quality, educational and child led curriculum
- A positive attitude and the ability to be flexible
- Bush or Beach Kindy experience would be advantageous

It would be preferable to have knowledge or experience of the Kathy Walker Learning Approach, EYLF and experience in Bush Kindy.

Applicants are to complete and submit the on-line Application for Employment form on the College website. The form enables applicants to attach a cover letter, resume and other supporting documentation and then submit their application.

Completed applications must be submitted prior to 12pm on Wednesday 3 April 2024.

Queries about the position can be made to the Human Resources Manager, Shelley Elliott, at selliott@suncoastcc.qld.edu.au.

BENEFITS OF EMPLOYMENT AT LITTLE LEARNERS

Suncoast Little Learners is a part of Suncoast Christian College. Suncoast aims to provide a supportive and engaging work environment where our staff are valued and respected.

Suncoast is known for its caring family-like community where our purpose is to provide a College environment that is safe, nurturing and encouraging, reinforcing the Christian values of our parents and families.

Benefits:

- Uniform supplied
- Paid PD
- Access to incredible resources
- 4 weeks leave
- Above Award pay rates
- Great culture and work environment

THE SELECTION PROCESS

Short-listing will be undertaken by members of a selection panel. All applicants will be notified of the selection panels' decisions within two weeks of the closing date.

Only short-listed applicants will be interviewed. The interview will consist of a series of questions based on determining the capacity of the applicants to undertake the role description. Applicants will be given the opportunity to explain and expand on the information provided in their application.

Applicants may be required to give examples of how they would handle case scenario situations.

All applicants will be notified of the outcome of interviews and unsuccessful applicants may, at the discretion of the panel, obtain feedback on their application and interview by contacting the selection panel.

GENERAL EMPLOYMENT CONDITIONS

Wages and conditions of employment will be in accordance with the relevant award and the Suncoast Christian College Enterprise Agreement.

Payments are made directly to a bank/credit union account on a fortnightly basis. The College is a smoke and alcohol free environment. No smoking or alcohol consumption is permitted on campus or whilst operating any vehicle.

Policies and procedures are in place for College staff including those required by workplace laws. It is important that these policies and procedures are adhered to. The College is committed to a safe and healthy workplace and has various policy and procedure documents including a Workplace Health & Safety policy.

All new employees undergo an induction upon commencement of employment.



POSITION DESCRIPTION – ASSISTANT EDUCATOR

1. **POSITION TITLE:** Assistant Educator
2. **EMPLOYMENT STATUS:** Fulltime
3. **SECTION:** Little Learners
4. **MAIN PURPOSE OF THE POSITION:** To provide high quality Christ-centred care and education for children at Suncoast Little Learners.
5. **DIRECTLY RESPONSIBLE TO:** Director of Little Learners and ultimately the Principal
6. **ADMINISTRATION:**
 - assist in the development and evaluation of policies and procedures;
 - complete room records as required;
 - assist the teacher/group leader in the maintenance of the children's records, observations and information in accordance with the Child Care Act and Child Care Regulations;
 - participate in the Child Care Quality Assurance Process;
 - complete all safety check lists, maintenance procedures as per policy; and
 - undertake an annual performance appraisal with the Early Childhood Teacher/Director of Early Years.
7. **STAFF:**
 - complete tasks directed by the Early Childhood Teacher/Group Leader;
 - maintain a positive working relationship with all staff;
 - participate in staff meetings, conferences and training courses, where appropriate; and
 - develop a cooperative relationship with all staff members, to ensure a smoothly operating classroom, and a consistently caring, secure and active environment for all children at all times.
8. **CHILDREN**
 - actively and positively interact with each child in their activities during play and learning;
 - attend to all children's health and safety needs as required;
 - assist in providing a developmental challenging indoor and outdoor environment for all children;
 - support the children's behaviour as outlined in the behaviour guidance policy;
 - develop a trusting relationship with all children;

- treat each child with dignity and respect, taking into consideration any cultural, socioeconomic or other differences which may arise; and
- supervise all children through-out the day and maintain a safe and hygienic environment.

9. PARENTS

- communicate to parents regarding their child's daily routine;
- develop and maintain excellent communication with all families; and
- support families in their role as parents.

10. PROGRAM

- implement a daily program to assist each child's development based on their needs, interests and strengths;
- create a friendly, secure and stimulating yet comfortable environment, for the children;
- provide the best possible quality care and stimulating learning in a safe, secure and warm environment for all children, meeting all the spiritual, emotional, social, cognitive and physical needs of the children; and
- provide Christian Education to the children.

11. OCCUPATIONAL HEALTH AND SAFETY AND WELFARE

The Assistant is responsible for contributing to the maintenance of a safe and healthy work place. This includes the following:

- complying with any direction or instruction aimed at protecting the Occupational Health, Safety and Welfare of staff;
- cooperating and consulting with management and colleagues in the promotion of Occupational Health, Safety and Welfare matters;
- use of safe operating procedures to maintain healthy and safe working conditions and to avoid adverse effects on the health and safety of other staff;
- taking responsibility for their own safety as well as that of other staff and visitors to areas of work; and
- complying with equal opportunity, affirmative action and diversity initiatives and principles.

12. SKILLS AND ABILITIES

- demonstrated ability to communicate effectively with parents;
- demonstrated ability to relate well to young children;
- demonstrated ability to work well with other staff and to facilitate the development of teamwork;
- demonstrated ability to implement the Government Legislation, CCQS and Workplace Health and Safety policy;

- an understanding of the principles associated with the development needs and programming for children between the ages of three and six years; and
- demonstrated ability to implement Suncoast Little Learners' policies and procedures.

13. EDUCATION SKILLS AND KNOWLEDGE

- completed or be enrolled Associate Certificate III in Children Services or equivalent;
- hold current Suitability (Blue) Card for child related employment issued by the Commission for Children and Young People; and
- hold current First Aid Certificate including CPR.

GENERIC WORK SKILLS & DISPOSITION

Interpersonal Relationships

- Works effectively and co-operatively with other team members.
- Considers impact of own actions on other team members, students and parents.
- Is committed to behaviour that reflects the Fruits of the Spirit and in a manner that fosters a positive team approach.

Professionalism

- Attendance at meetings.
- Punctuality and adhering to timelines.
- Dress standard.
- Engagement and contribution.
- Adherence to code of conduct.

Analysis & Problem Solving

- Breaks information into component parts, patterns and relationships whilst maintaining a sense of big picture and purpose.
- Seeks further information or a greater understanding of a situation.
- Uses logical and rational judgement and criteria.
- Approach is underpinned by Christian worldview.
- Thinks and works ethically and wisely.

Communication

- Confidently represents self and the College.
- Effective in verbal, written, and electronic communication within and outside the College.
- Adjusts style to suit the person and the scenario.

Forward Thinking & Planning

- Anticipates tasks, situations and future events taking into account the College calendar, colleagues and others.

- Manages time effectively.
- Anticipates implications due to changed circumstances.

Responsibility & Accountability

- Demonstrates initiative.
- Responds positively to accountability and direction.
- Is accountable for their decisions and individual outcomes.

Adaptability

- Adopts a flexible approach to new or changing situations.
- Is open to suggestions for doing things differently.
- Encourages others to embrace new ways of doing things.

Decisiveness

- Prepared to make decisions.
- Makes timely decisions.
- Commits to a definite course of action.
- Decisions and actions taken are appropriate to the situation.

Productivity

- Has processes to achieve required outcomes.
- Maintains quality at all times.
- Uses assigned resources to achieve desired objectives.

OTHER TERMS & CONDITIONS OF POSITION:

Confidentiality - The College's affairs are to be treated as confidential and are not to be discussed or disclosed to unauthorised persons or entities and you must undertake to preserve this confidentiality at all times whether or not employed by the College.

Personal Development - You shall undertake such in-service training or other professional development seen as necessary by the College to maintain high standards and shall participate in the College's performance review program and bring to the attention of the Director any needs for personal professional development.

Inherent Requirements - You are required to acknowledge that it is an inherent requirement of the position to conform with the doctrines, tenets, beliefs or teachings of Christianity as espoused and interpreted by the College.

Working Hours –The College may require you to work for reasonable periods out of hours in relation to extracurricular activities. Time off in lieu in exchange for these periods is to be taken within six months of the activities.

The terms of the **Suncoast Christian College Enterprise Agreement (EA)** apply to your employment.

The College retains the **right to re-allocate or change your duties** as the need arises.





Love. Learning. Adventure.

SUNCOAST LITTLE LEARNERS

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