



POSITION DESCRIPTION

KINDY EDUCATOR

Reports to Position: Director of Kindy	Classification: Level 3
Award/EBA: Blackheath & Thornburgh College Enterprise Agreement 2025-2027	Position Status: Full time, Term Time (30hrs per week)

Position purpose

Kindy Educators contribute to the provision of quality educational services by supporting the Director of Kindy and Lead Educators in the preparation and enhancement of learning materials and delivery of educational activities. Under supervision, Kindy Educators are committed to the holistic growth and development of all children to help them develop a strong sense of their identity, connections with their world, a strong sense of wellbeing, confidence and involvement in their learning, effective communication skills and to assist them to become life-long learners.

Organisational relationships

Reports to: Director of Kindy
Directly supervises: Nil

Key responsibilities

Under the direction of the Director of Kindy and Lead Educators:

- Contribute to ensuring the College facilitates a play-based learning environment and develops learning programs responsive to children's ideas, strengths and abilities that inspire independent learners
- Work with the Lead Educator to implement the successful planning, implementation and evaluation of a program for the service that is reflective of an approved learning framework; the Early Years Learning Framework (EYLF), Queensland Kindergarten Learning Guidelines (QKLG) or My Time Our Place (MTOP)
- Assist to ensure the early childhood program meets the goals of the approved learning framework (EYLF, QKLG or MTOP) to help children develop:
 - a strong sense of their identity
 - connections with their world
 - strong sense of wellbeing
 - confidence and involvement in their learning; and
 - effective communication skills



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- Contribute to the collection, recording and evaluation of children's records and observations, as required under the National Quality Standard and regulatory authority
- Implement inclusive practice and lead an environment which honours diversity
- Be proactive in ensuring currency in best early childhood practice
- Contribute to the ongoing development of the Quality Improvement Plan for the service
- Assist with the documentation of children's developmental needs, interests, experiences and participation in the educational program in a variety of ways
- Assist with the assessment and planning cycle to design programs that enhance and extend each child's learning and development as required. This includes observation, analysing learning, documentation, planning, implementation and reflection.
- Support children's learning through investigation and projects
- Provide one-on-one and small group assistance
- Maintain the aesthetics of the environment and ensure all resources and equipment are respected and maintained
- Implement strategies to maintain the overall cleanliness, tidiness, security and safety of the Service and supervision of flexible and stimulating learning environments
- Maintain confidential and accurate updated records of children and families to meet legislative and regulatory requirements.
- Report any repairs and maintenance required to the Lead Educator or Director/ Nominated Supervisor
- Report any situation that may constitute a hazard to the health and safety of children, families, educators, staff or visitors to the Lead Educator/Director/Nominated Supervisor
- Assist to ensure the physical environment complies with National Regulations and Australian Safety Standards
- Assist the Educational Leader and Lead Educator with the indoor and outdoor environment promoting commitment to continual improvement to the quality of care and experience each child and family receives.
- Perform other administrative duties as required
- Supervise children during break times (including morning tea and lunch), specialty classes and during school assemblies, regular outings and field trips as required

Qualifications/Experience

- Diploma of Early Childhood Education and Care (or equivalent)
- Demonstrated knowledge of the Early Years Learning Framework, Education and Care Services National Law (2010), and the Education and Care Services National Regulations (2011), Family Assistance Law (Child Care Subsidy 2018).
- Be willing to accept the role of Responsible Person under the Education and Care Services National Law Application Bill 2010 and Education and Care Services National Regulations, if required



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- High level of confidentiality and resilience, professionalism, innovation, creativity and patience.
- Working with Children Check – Australian Blue Card (current) including police check (current or ability to obtain)
- Current Provide an Emergency First Aid Response in an Education and Care Setting certificate
- Current ACECQA approved Anaphylaxis and emergency asthma management training
- Experience in a similar role

Disclosure

Prospective employees of Blackheath & Thornburgh College are required to disclose any criminal history (including convictions that are not recorded) and/or current charges. A criminal conviction or charge will not automatically exclude an applicant from consideration for employment with the College. Criminal history checks will be undertaken on the preferred applicant.

Additional requirements

All employees of BTC are required to:

- Maintain a degree of flexibility in working hours from time to time as required for the position.
- Accept that the College reserves the right to modify the position to meet its operating needs.
- Assist and relieve in other positions from time to time and undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by your line manager or the Principal or their representative.
- Demonstrate support for the College's philosophy, policies and procedures and core values.
- Maintain confidentiality of student's information in accordance with the College's privacy policies.
- Report any reasonable belief that a child's safety is at risk as per the College's policies and procedures and escalate concerns to your line manager or the Principal (as applicable).
- Demonstrate safe behaviour at all times and comply with the College's Workplace Health & Safety policies. Promote awareness of safety practices in the workplace through personal behaviour and conversations. Report all incidents including potential hazards to your line manager or the WH&S Committee.