Longreach Regional Council
Ilfracombe Isisford Longreach Yaraka

Schedule 2 – Position Description

Position Name:	Assistant Educator
Position Number:	7001
Directorate:	Community Services
Team:	Childcare
Category of Employment:	Permanent, full-time
Classification Level:	Children's services worker – 1 year qualified, year 1 (minimum)
Classification Type:	Queensland Local Government Industry (Stream A) Award – State 2017; Division 2; Section 2 – Delivery of children's services and early childhood education (including teachers)
Reports to:	Assistant Childcare Centre Manager
Located:	Longreach
Accountable for:	Nil
Vehicle Authorisation:	Classification 4 – Business use only
Financial Delegation:	Nil
Revised:	November 2026

Our Vision

Connecting Council and Community

Our Mission

Delivering Excellent Services

Our Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking

Position Objective

This position is responsible for assisting in the delivery of a quality early childhood program which meets the needs of children attending Longreach Childcare Services, in line with the requirements of the National Quality Standards and relevant legislation and regulatory requirements.

Position Responsibilities

Functional Area	Key Responsibilities
Curriculum and Program Delivery	• Assist in the delivery of a play-based, educational program aligned with the Early Years Learning Framework, Queensland Kindergarten Learning Guidelines and/or My Time Our Place Framework, for a group of children aged between birth and 12 years. • Work proactively and co-operatively with families and allied professionals, ensuring all children are supported and included in the program. • Create accurate and current records concerning each child in care. • Contribute to ongoing curriculum planning, with completion of observations using a variety of methods. • Contribute to the completion of transition statements, mid-year assessments and end of year assessments.
Operational Support	• Take immediate action to rectify and report safety hazards. • Ensure active, adequate, and efficient supervision of children always. • Work cooperatively, ethically and respectfully with other educators, and support each other's professional development.
Interactions with Children	• Respectfully participate in children's play and use children's cues and signals to guide their level and type of involvement. • Model reasoning, predicting, reflective processes and appropriate language. • Collaborate with children about routines, rituals, transitions and experiences, and provide opportunities for them to make decisions and choices. • Respond openly, positively and respectfully to children's comments, questions, concerns and requests for assistance and family. • Respond positively to each child's abilities, background, interests and strengths, supporting their inclusion and participation in the service. • Build reciprocal relationships with each child and families. • Meet the required standards for ACECQA Quality Area 5 – Relationships with Children. • Support children through challenging situations using calm, positive and responsive behaviour guidance strategies.

	• Recognise individual triggers and use positive engagement techniques to promote self-regulation while maintaining each child's dignity and respect. • Recognise and respond to each child's individual experiences, abilities, temperament and behaviour through tailored support, including providing individual attention, comfort and additional assistance where required. • Create safe and welcoming physical environments, with quiet spaces available to use or retreat to. • Promote children's health, safety and wellbeing by creating safe, welcoming environments and always acting in their best interests.
Communication and Relationships	• Always maintain confidentiality and sensitivity. • Maintain current and complete records of all required correspondence for children. • Establish and maintain effective and regular communication with parents.
Quality Assurance	• Work in accordance with the Education and Care National Law (2011), Education and Care National Regulations (2011), National Quality Framework, Work Health Safety Act 2011 and relevant policies, management directives and procedures. • Ensure staff and children utilise effective health and hygiene practices, including meeting all regulations relating to food safety and preparation, medical management plans, risk management plans, policies, management directives and procedures. • Attend professional development opportunities and meetings as appropriate and directed. • Work in accordance with and promote the Early Childhood Australia Code of Ethics and act in the presence of unethical behaviours.
Child Safety and Protection	• As a mandatory reporter, promptly report to Child Safety when you reasonably suspect a child has suffered, is suffering, or is at risk of significant harm due to sexual or physical abuse, or lacks a parent willing and able to protect them from harm, in accordance with the Child Protection Act 1999. • Take all reasonable steps within your role to identify and reduce risks of harm to children, including reporting concerns about adults associated with the service who may pose a risk. • Maintain a valid Blue Card at all times and follow service procedures to ensure compliance with Queensland's working with children requirements. • Complete and maintain evidence of approved child protection training, ensuring knowledge of obligations and reporting processes.

	• Immediately inform the Nominated Supervisor (Childcare Services Director) or Approved Provider (Longreach Regional Council) of any incident or allegation of physical or sexual abuse of a child during care, and cooperate with regulatory reporting requirements. • Actively promote a child-safe culture by following policies and procedures that support child safety and wellbeing, including safe online practices and child-focused complaint handling processes.
Other	• Other such relevant duties as required from time to time which would generally fall within the scope of this position as directed by your accountable supervisor or the Chief Executive Officer. • Carry out all duties in line with Council's Workplace Health and Safety policies and procedures and adhere to any legislative obligations

Extent of Authority

The Assistant Educator operates with delegated authority consistent with their classification under the Queensland Local Government Industry (Stream A) Award. The role exercises professional judgement and autonomy in the day-to-day decision-making relating to children's learning, wellbeing, behaviour guidance, and inclusion, and the immediate management of health, safety, and supervision matters. Authority is exercised within established legislative requirements, service policies, procedures, and directives, with accountability to the Assistant Childcare Centre Manager. The position does not have delegated authority over staffing, budget expenditure, or organisational policy but is empowered to take immediate action to protect children's safety and to fulfil mandatory reporting and compliance obligations.

Key Relationships

Internal		
Position	**Nature of Relationship**	**How it Works**
Assistant Childcare Centre Manager	Reporting and operational support	Receives direction, guidance and feedback; escalates issues, incidents and matters requiring approval or delegated authority.
Childcare Centre Manager (Nominated Supervisor)	Compliance and child safety	Collaborates on regulatory compliance, reporting requirements, child protection matters and service quality outcomes.
Educational Leader	Instructional and Professional Guidance	Collaborating to plan, reflect on, and improve curriculum and practice in line with frameworks and quality standards.

Educators and Childcare Team	Team-based and supportive	Working ethically and respectfully as a team, sharing responsibilities, and supporting each other's professional development.
External		
Position	**Nature of Relationship**	**How it Works**
Parents and Guardians	Communication and partnership	Maintains regular communication regarding children's wellbeing and care needs.
Children in Care	Education and support	Provides quality education, supervision, guidance and individual support to promote learning and wellbeing.
Allied Health and Support Professionals	Collaborative support	Works cooperatively with external professionals to support inclusion, development and individual child needs.
Child Safety Services and Regulatory Authorities	Statutory and compliance liaison	Reports mandatory child protection concerns and cooperates with regulatory requirements and investigations when required.

Key Behavioural Competencies

Key behavioural competencies for this role include:

- Demonstrates professionalism and integrity by acting ethically, maintaining confidentiality, and consistently modelling Council values and the Early Childhood Australia Code of Ethics.
- Communicates effectively with children, families, colleagues and external stakeholders through respectful, clear and timely verbal and written communication.
- Works collaboratively by contributing positively to team objectives, supporting colleagues and fostering a cooperative and inclusive workplace culture.
- Exercises sound judgement and decision-making by appropriately assessing situations, managing risks and taking timely action within the scope of the role.
- Demonstrates accountability by taking responsibility for actions, maintaining accurate records and complying with legislative, regulatory and organisational requirements.
- Promotes child safety and wellbeing by maintaining a child-safe culture, identifying and reporting concerns, and ensuring children are supported, included and protected.
- Applies problem-solving skills to identify issues, evaluate options and implement practical solutions to support positive outcomes for children, families and the service.

- Commits to continuous learning and improvement by participating in professional development, embracing feedback and contributing to quality improvement initiatives.
- Demonstrates resilience and adaptability by effectively managing competing priorities, responding positively to change and maintaining performance in a dynamic childcare environment.

Position Requirements

Skills

- Exceptional communication skills with the ability to deal with all levels of staff, families and children.
- Exceptional analytical and problem-solving ability.
- Ability to work cooperatively as a team member whilst being enthusiastic and self-motivated.
- Ability to demonstrate integrity, responsibility, respect and innovation in all aspects of the position.
- Ability to use multiple software applications including Microsoft Word and Outlook, and the willingness to learn/use the Centre's digital communication platform for documentation and reporting purposes.

Knowledge

- A thorough understanding of how to maintain a safe working environment.
- Demonstrated knowledge and understanding of early childhood development and program planning processes.
- Knowledge and understanding of the *National Quality Standards (NQS)* and relevant state/territory regulations and the *Education and Care Services National Law and Regulations*.

Mandatory Experience/Qualifications

- Certificate III in Early Childhood Education and Care (ECEC), or willingness to obtain.
- Working with Children Check (WWCC) Blue Card ** must be obtained before first day of employment.
- Current certification in *HLTAID012 – Provide First Aid in an Education and Care setting*, or willingness to obtain.
- Current certification in an approved Child Protection – Child Safety Training Courses 1-4 ** must be obtained before first day of employment.
- Minimum 18 years of age.

Desirable Experience/Qualifications

- Demonstrated knowledge and experience of working in early childhood services.
- Current unrestricted "C" Class Drivers Licence
- Current unrestricted "LR" Class Drivers Licence, or willingness to obtain (to be available to drive the 22-seater bus for before and after school care, and excursions).

Delegations and Authorisations

Financial Delegations

Check	Role	Financial delegation (up to)	Description
☒	No financial delegation applies to this position.		

Vehicle Authorisations

Check	Vehicle authorisation	Description
☒	**Classification 4** – Business use only	This position is authorised to use Council-owned or hired motor vehicles under ***Classification 4 – Business use only*** in accordance with Council's Motor Vehicle Policy and Management Directive – Motor Vehicle Provision and Use. Vehicle use is limited to approved business purposes and is subject to compliance with all policy conditions, licence requirements, reporting, and safety obligations. The position does not hold authority to approve vehicle allocations, usage classifications, or private use.

☒ Where the position has Delegations and Authorisations

Chief Executive to Employee Delegations and Authorisations

This position exercises powers and functions in accordance with Council's Delegations and Authorisations Policy, the Chief Executive Officer to Employee and Contractor Delegations Register, and any Authorised Person/ Authorised Officer Instrument of Employment issued to the role holder. Authority is limited to those delegations and authorisations formally granted and current at the time of action. The position holder is responsible for understanding and complying with the scope and conditions of their delegations and for escalating matters outside delegated authority in accordance with council procedures.

Physical Requirements

Vision and Hearing Requirements

☐ This position requires a vision test

☐ This position requires a hearing test

Cognitive Requirements	Frequency (% of working day)			
	Rare/Never	Occasional 0-33%	Frequent 34 – 66%	Constant > 66%
Working Independently - ability to utilise autonomy with respect to the processes by which tasks are completed.	☐	☐	☒	☐
Team Based Work - works in a team of people and not exposed to isolation	☐	☐	☐	☒
Communicating With Others – Verbal	☐	☐	☐	☒
Communicating With Others - Written	☐	☐	☒	☐
Focused Attention on Task - high levels of attention required to minimise errors and ensure accuracy	☐	☐	☐	☒
Concentrating – high levels of concentration required while completing required tasks	☐	☐	☐	☒
Planning and Sequencing Tasks and Activities - managing multiple tasks or projects simultaneously, ensuring that all activities are completed efficiently and effectively.	☐	☐	☐	☒

Decision Making - required to exercise sound decision making while completing all aspects of the position	☐	☐	☐	☒
Problem Solving – requirement to develop sound solutions to novel or unusual problems arising during the course of the day	☐	☐	☐	☒
Reasoning - required to exercise sound reasoning while completing all aspects of the position within defined scope	☐	☐	☐	☒
Judgement - required to exercise sound judgement while completing all aspects of the position within defined scope	☐	☐	☐	☒
Short and Long-term Memory Recall – ready access to documented procedures or precedents to perform requirements of the position	☐	☐	☐	☒
Emotional Resilience - exposure to stressful or distressing situations including meeting specified deadlines and production demands, dealing with aggressive or upset customers/clients, high conflict situations, general workload demands, change beyond individual's personal control	☐	☐	☐	☒
Interruptions – frequency of interruptions to daily work plans and requirement to change work plans at short notice	☐	☐	☐	☒

Physical Requirements

☐ This position does not require more than 10-15% manual handling/physical exertion

☒ A task analysis exists because this position requires more than 10-15% manual handling/physical exertion

Physical Requirements	Frequency (% of working day)			
	Rare/Never	Occasional 0-33%	Frequent 34 – 66%	Constant > 66%
Mobility/Posture				
Sitting – stay in seated position (including driving)	☐	☒	☐	☐
Standing – standing in an upright position, moving less than 3 steps	☐	☐	☐	☒
Walking – In an upright position, moving more than 3 steps	☐	☐	☐	☒
Crawling – Move on the hands & knees or by dragging the body close to the ground	☒	☐	☐	☐
Non-Manual Handling				
Crouch/Squat - To lower the body by bending forward from legs and spine, buttocks on or near the heels	☐	☐	☒	☐
Kneeling – To lower the body	☐	☐	☒	☐
Bending – To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds	☐	☐	☒	☐
Reaching – Extending arms out in any direction	☐	☐	☒	☐

Twisting/Trunk Rotation – Rotating the body to one side or the other without moving the feet	☐	☐	☒	☐
Fine Manipulation/Pinch Grip – Fingers are on one side of the object and thumb on the other, typically without the object touching the palm	☐	☐	☒	☐
Power/Open Hand Grip – Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended	☐	☐	☐	☒
Writing/Typing	☐	☐	☒	☐
Climb Ladders	☒	☐	☐	☐
Climb or descend stairs	☐	☒	☐	☐
Low Level Work – Performing manual handling actions at or near ground level	☐	☐	☒	☐
Manual Handling Work				
Lift/Carry/Hold – Raising or lowering an object from one level to another and holding/transporting the object using the hands, arms or on the shoulders	☐	☐	☒	☐
Pushing/Pulling – Applying force to move something away or closer to oneself, including static positions	☐	☐	☒	☐
Weight Requirements – lift, carry, push, pull or hold				
1 - 5kg	☐	☐	☐	☒
5.1 – 10kg	☐	☒	☐	☐
10.1 -15kg	☐	☒	☐	☐
15.1 -20kg	☐	☒	☐	☐
Lift floor to hip	☐	☐	☒	☐
Lift waist to shoulder	☒	☐	☐	☐
Lift overhead	☒	☐	☐	☐

☐ Plant operation with maximum seat rating of 120kgs

☐ Plant operation with maximum seat rating of 150kgs

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and LRC– SMS *(Longreach Regional Council's - Safety Management System)* incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

Employees of Longreach Regional Council have the following responsibilities for health and safety at work.

- Take reasonable care of their own health and safety and ensure that their actions do not adversely affect the health and safety of others.
- Comply with and follow all reasonable instructions for work health and safety (WHS) and cooperate with all reasonable WHS policies, procedures, guidance, instructions, and directions.

- To not intentionally or recklessly interfere with or misuse any substance or thing provided in the interests of WHS.
- Use Longreach Regional Council's WHS risk management approach, participate in risk assessments and assist in identifying and using control measures to eliminate or minimise WHS risks.
- Ensure safe work practices including operating and maintaining all machinery, equipment and plant in a safe way and holding licences and training where required.
- Report any worn out or defective tools or equipment or problems with tools and equipment.
- Comply with Council's induction and training requirements.
- Participate in meetings, training, consultation and other WHS activities such as inspections, incident investigations, and evacuation drills as required.
- Use, maintain and store personal protective equipment (PPE) in the appropriate manner.
- Be familiar with emergency and evacuation procedures for their work area and comply with instructions given by emergency response, including emergency wardens and first aiders.
- Report all problems with undertaking work, including concerns or signs of injury, discomfort, or ill health, immediately to their manager or supervisor.
- Report any unsafe situation, workplace hazard, injury, incident, or near-miss to their manager or supervisor immediately.
- STOP WORK if it not safe to continue and report concerns to their manager or supervisor.
- Assist in maintaining a high level of housekeeping, cleanliness, and tidiness.
- Undertake tasks as required to enable continuous improvement for WHS management

Acknowledgement

This Position 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:	Tanya Scott, Director of Community Services
Signature:	
Date:	
Present Incumbent:	Vacant
Signature:	
Date:	