

POSITION TITLE: KINDERGARTEN ASSISTANT (CHILDREN'S SERVICES WORKER)

SECTION: EARLY LEARNING & CARE

REPORTS TO: ASSISTANT DIRECTOR ADMINISTRATION

DATE: 2019

All employees in *Catholic Education Diocese of Rockhampton* demonstrate an understanding of, and a commitment to, the ethos of Catholic Education.

QUALIFICATIONS & REQUIREMENTS

Relevant Employment Authorities

Education and Care Services National Act (2010) & Regulations (2011)

Children's Services Award (2010)

Essential Qualifications/ Requirements

1. A recognised Certificate III in Children's Services (or equivalent approved qualification - refer to www.acecqa.gov.au/qualifications/nqf-approved)
2. Current Suitability Card & Positive Notice Letter
3. ACECQA Approved Early Childhood First Aid, Anaphylaxis & Asthma Qualification (or willing to obtain)

POSITIVE RELATIONSHIPS

This position reports to the Approved Provider, the Assistant Director Administration and the Early Learning & Care Coordinator. Appropriate relationships also include, the Kindergarten Director Teacher, children and families, kindergarten and Catholic Education Office employees, clergy, the parish, the wider community (including the adjoining school personnel), the Assistant Director Schools and the Diocesan Director, Catholic Education.

CATHOLIC ETHOS

Catholic Ethos is to be demonstrated through Christian witness, fostering the religious life of the centre and the promotion of Gospel values.

LEADERSHIP

Contributing to the development, articulation and alignment of the Vision, Mission and strategic goals of Catholic Education, is essential in this position. The Kindergarten Assistant will demonstrate an ongoing commitment to the centre's Quality Improvement Plan, the Assessment and Rating process and Catholic Education goals and initiatives. Well-developed organisational skills, excellent written and verbal communication, and the ability to work collaboratively within the kindergarten team, are part of this role.

EDUCATIONAL LEADERSHIP

The successful applicant will demonstrate a deep commitment and personal faith. There will be a requirement to provide a quality Catholic Education for kindergarten-age children, based on a knowledge of current theory and practices in early childhood education. The role entails the embedding of play-based contexts for learning and ensuring the Queensland Kindergarten Learning Guideline (QKLG), Religious Understandings in the Early Years and Child Safety Curriculum (Early Years) informs the kindergarten program.

KEY DUTIES

The key duties include but are not limited to:

- Respecting and valuing a child's individual capabilities, cultural traditions and understandings, family and social contexts, community and home language/s
- Assisting with the provision of a program that responds to each child's wellbeing, positive sense of identity and confidence as a learner and participant
- Modelling to the kindergarten and wider community, the Catholic Education Diocese of Rockhampton's *Code of Conduct*
- Administering first aid and medication, when required, and fulfilling associated legislative requirements regarding these processes
- Adhering to requirements and associated documentation as outlined in the *Education and Care Services National Law Act 2010 & Education and Care Services National Regulations 2011*
- Communicating with the Early Learning & Care Coordinator, Early Learning and Care Curriculum and Equity Coordinator, Early Years Transition Coordinator and other key personnel
- Ensuring the adherence to legislative requirements, relevant Awards and Agreements, the Catholic Education, Child Protection Guidelines, Code of Conduct, IT Protocol and Media Protocols - notifying the Kindergarten Director, Kindergarten Teacher or CEO if there are any breaches or concerns regarding compliance

KEY AREAS OF RESPONSIBILITY

In respect to children, the Kindergarten Assistant is required, but not limited to:

- Creating environments and opportunities that respond to children's individual capabilities, wellbeing, dispositions for learning, strengths, abilities, interests and multiple ways of learning
- Facilitating contexts for play and learning, as initiated by the children and with the intent of the QKLG and other relevant kindergarten-specific curriculum documents
- Resourcing and challenging children as they explore and develop their conceptual understandings
- Keeping accurate records of individual children to support future planning for their learning and development
- Following the Catholic Education Diocese of Rockhampton's Inclusive Practices in Catholic Schools, Services and Colleges Policy

In respect to families, the Kindergarten Assistant is required, but not limited to:

- Demonstrating effective partnerships with families and the wider community (including adjoining school and parish) through open and regular communication
- Guided by the Kindergarten Teacher, in informing families about their child's kindergarten experiences
- Collaborating with all stakeholders to produce family-centred policies and procedures
- Providing families with knowledge regarding their entitlements, commitments and obligations e.g. signing their child into the centre

In respect to colleagues, the Kindergarten Assistant is required, but not limited to:

- Developing and maintaining effective and professional relationships with all staff, children and visitors
- Providing support to the Kindergarten Director in their operation of the centre
- Actively engaging and providing input into professional development opportunities
- Guiding and supporting beginning assistants, students on practicum placement, volunteers and other personnel in best practices
- Liaising with the Early Learning & Care Coordinator, the Early Learning and Care Curriculum and Equity Coordinator, the Early Years Transition Coordinator and other CEO personnel
- Attending professional development requirements as outlined by the Catholic Education Office

In respect to health & safety and child safety protocols, the Kindergarten Assistant is required, but not limited to:

- Awareness of obligations to comply with the Catholic Education, Diocese of Rockhampton Policies and Procedures and take appropriate action when these obligations are not met
- Complete an induction and annual training in Workplace Health & Safety, Child Protection and Early Learning and Care Policies and Procedures
- Ensuring the kindergarten is safe from potential hazards and if identified, then appropriate controls are put in place to minimise harm
- Complete administrative, notification and reporting requirements with regard to Child Protection, Health and Safety and the *Education and Care Services National Act (2010) & Regulations (2011)*

In respect to professional knowledge, skills and dispositions the Kindergarten Assistant is required, as guided by the Educational Leader at the kindergarten, but not limited to:

- Demonstrating an ability to plan, implement and critically reflect, collaboratively with and for individual children
- Documenting evidence of children's wellbeing, unique qualities, abilities and interests, development and learning
- Apply ethical practices with the child's dignity as a priority in all decision-making
- Offering children daily opportunities to gather as a community of learners in whole group, small group and individually through well-planned, intentional learning experiences
- Demonstrating appropriate interpersonal oral and written communication skills

- Promoting social justice and equity through an attitude of acceptance and respect for all children and their families, including those with additional needs and those of all cultures
- Demonstrating a commitment to continuing professional development
- Implementing a balanced and child-centred daily routine
- Ensuring children's work is displayed appropriately and with respect
- Creating stimulating child-centred environments that allow for independence, ownership and engagement by the children

In respect to administration, the Kindergarten Assistant is required, but not limited to:

- Completing and ensuring others fulfil (where required), the kindergarten's administration requirements including medical administration forms, daily checklists, the families' sign-in sheet, staff sign-in sheet, leave submissions etc.
- Ensuring the cleanliness, presentation and upkeep of the equipment and surrounding grounds are kept to a high standard