

Kindergarten Assistant

Preferred Qualifications

- Certificate III Community Services (Children's Services)
- Senior First Aid Certificate and resuscitation
- Current Suitability Card

Position Relationships

This position reports directly to the Director/Teacher/Committee of the Centre. Other key relationships include children, parents, the management committee and the early education consultant.

Priorities

- To maintain the environment and equipment in a safe, hygienic and aesthetically pleasing state
- To work as an effective team member
- To assist the Teacher in the delivery of a high quality, inclusive and educational program which will provide the children with a secure nurturing environment
- To minimize stress in young children when separated from their families
- To promote the centre and The Gowrie to the local community

Key areas of responsibility in respect to children and the curriculum

- Respect the individuality of each child
- To become familiar with, contribute to, and actively assist in the delivery of the program as planned by the teacher
- To be flexible in following the needs and interests of the children
- To be a good role model
- To assist in the recording of accurate and comprehensive observations of the children involved in their activities
- To provide encouragement and to build self-esteem in each child
- To provide comfort to any distressed child
- To share with the teacher in the evaluation of the program
- To ensure that children are supervised at all times
- To consult with the teacher of any matters of concern with regards to any child and their family
- To prepare materials and activities as required by the teacher
- To contribute to the philosophy of the centre

Key areas of responsibility in respect to families

- Welcome each child and their family to the centre every day
- Demonstrate empathy to the attitude and feelings of parents leaving their child at the centre
- Develop a good rapport with families through open and regular communication
- Communicate with the families about the child's involvement in activities each day, under the direction of the teacher
- Actively participate in parent meetings and other centre events where possible.

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Key areas of responsibility in respect to team members, students and volunteers

- Develop and maintain an effective teamwork relationship with all team members, students and volunteers
- Maintain direct, open and effective communication channels with all other team members, students and volunteers
- Assist and support students on placement in the centre
- Share all duties involved in the care and education of the children with the teacher
- Actively participate in staff meetings and training opportunities
- Willingly undertake duties as requested by the teacher or director

Key areas of responsibility in respect to the centre

- Ensure that materials and equipment are kept in a safe and hygienic condition
- Ensure that materials and equipment are maintained in complete sets as much as possible and stored in an appropriate manner
- Participate in daily preparation of the materials and environment
- Notify the director of any items that are unsafe or require maintenance
- After consultation with the director, dispose of any unsafe materials
- Notify the director of any new items or equipment that are required
- Comply with all policies of the centre and of The Gowrie
- Comply with all state and federal legislative requirements
- Ensure a sound understanding and comply with the Association's philosophy
- Ensure a sound understanding and comply with the ECA Code of Ethics

Key responsibilities in respect to health and safety

- Be familiar with and practice the Fire and Emergency Evacuation Procedures as necessary
- Be familiar with and comply with the centre's Workplace Health & Safety Policy and Plan

Selection Criteria

Qualifications

- Certificate III Community Services (Children's Services)
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Experience

- Previous work experience within a pre-school/kindergarten is desirable but not essential

Skills

- An ability to implement a planned program, ensuring the needs of individual children and the group are met
- An ability to document observations of children's behaviour and development
- An ability to work as an effective team member and to support the teacher
- An ability to set and achieve work goals, yet maintain flexibility
- Well developed interpersonal oral and written communication skills

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Knowledge

- A developing understanding of theories of early childhood development
- A developing understanding of the provision of a safe, well planned indoor and outdoor learning environment
- An awareness of parenting issues
- An understanding of inclusion

Attitudes

- Must possess an enthusiastic attitude towards the care and education of young children
- Must serve to promote social justice and equity by demonstrating an attitude of acceptance and respect for all children and their families
- Must possess a positive attitude to the inclusion of children with additional needs and those of all cultures
- Must possess empathy for the individual needs and desires of the child and their families
- A demonstrated commitment to continuing professional and personal development
- Must be prepared to become familiar with the relevant government acts/regulations and the ECA Code of Ethics