

**YARRIAMBIACK SHIRE COUNCIL
POSITION DESCRIPTION
PART-TIME KINDERGARTEN ASSISTANT**

1 POSITION IDENTIFICATION

POSITION:	Part-time Kindergarten Assistant
DEPARTMENT:	Community Services
LOCATION:	Hopetoun
APPROVED BY:	Chief Executive Officer
DATE:	March 2015

2 POSITION OBJECTIVE

To provide a high standard developmentally based educational program to meet the needs of all children attending the kindergarten.

3 KEY RESPONSIBILITY AREAS

- To work under the direction of the teacher in accordance with the requirements of the position, the registration requirements and the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2012.
- To work as a member of a co-operative team in order to assist with the provision of an appropriate educational program and physical care for all children within their care, including children with special needs.

4 RESPONSIBILITIES AND DUTIES

4.1 The Program

To assist the Director in planning, preparation and implementation of an appropriate educational program to meet the needs of children attending the kindergarten.

To assist in maintaining an educational program which recognises and provides for the changing needs of children and their families.

Liaise and co-operate with appropriate professionals involved in children's services within the municipal district and in the field of early childhood and family services to ensure that the educational needs of children are met effectively.

To implement the educational program as directed by the teacher.

To assist the teacher by informing them of any observations made of the children.

4.2 Children

To assist with providing a healthy, safe and welcoming environment for children in his/her care

To assist in working with individual and small groups of children in spontaneous activities and implement the program and daily routines as planned by the teacher

To assist with the supervision of all children and attend to their physical needs

To assist the inclusion of the child with special needs into the kindergarten

To assist with the day to day care of special needs children (toileting, feeding, changing)

To assist with the implementation of the program planned for the child with special needs under the direction of the teacher

4.3 Staff

To work as a member of a co-operative and professional team sharing duties within the time limits of the job

To attend case meetings within the employees rostered hours of work as directed by the teacher. Meetings outside the rostered hours or away from the workplace, must be authorised by the Council.

Participate in training sessions provided by Council and other relevant professional development.

4.4 Parents

To assist in developing good relationships and effective communication with the family of the enrolled children

To maintain confidentiality on all issues relating to children and families

To direct parents to the teacher on any issues to do with the child's program or development

4.5 Administration

To assist with maintenance of appropriate confidential records relating to the development of children attending the Kindergarten.

To report to the Director and to Council, any faulty or non-operational equipment.

To assist the Director in maintaining accurate records and providing appropriate statistical information as required.

Promote the Kindergarten within the community so that its aims and objectives are clearly understood.

4.4 Multi-skilling

Setting up of equipment before Kindergarten begins (eg., puzzles, blocks, painting easels, outdoor equipment, etc).

Cleaning up and general tidy up after Kindergarten sessions conclude.

Assisting with preparation of healthy refreshments for the children.

Carry out such duties as directed, as are within the limits of the officer's skills, competence and training.

5. RISK AND OHS MANAGEMENT / STAFF AUTHORITY AND RESPONSIBILITIES

The following authorities and responsibilities are assigned to the levels of management and staff as shown and are based on those in the Occupational Health & Safety Act 2004.

Employees - Occupational Health and Safety

- Comply with all Risk and OHS Management procedures and requirements.
- Work safely and not place at risk the health and safety of other employees, contractors, volunteers or the general public.
- Visually monitor and report risk and safety management issues to your relevant Supervisor or Manager. Assist your Supervisor or Manager to rectify risk and safety issues to make the workplace/worksite safe.
- Ensure asset related damage, hazards or potential hazards are reported to your manager, supervisor or OHS representative.
- Encourage other employees to consider safety factors within the working environment.
- Attend Risk and OHS compliance training as directed.

- Be an active member of your OHS designated working group. Show commitment to risk and safety through participation in formal and informal discussions/ meetings on risk and OHS issues.
- Cooperate with your employer and fellow employees with respect to any action taken by the employer to comply with the OHS Act.
- Attend safety meetings, tool box meetings and safety training as directed by your Supervisor or Manager.

Council Assets Responsibilities

Take reasonable care of any council property or assets that you may use, have access to, or have overall responsibility for. Record and report to your Supervisor/Manager, any damage or potential for damage, to property or assets that you may use, have access to, or overall responsibility for. This may include risks such as accidental fire, arson, storm, flood or security.

6 ORGANISATIONAL RELATIONSHIP

Reports to: Community Services Manager

Internal Liaisons

Teacher

Committee of Management (Kindergarten)

Kindergarten Adviser (Department of Education & Training)

External Liaisons

Schools: Other Kindergarten Teachers and Community Groups.

7 ACCOUNTABILITY AND EXTENT OF AUTHORITY

To assist the Director in the management of educational programs for kindergarten children within the municipal district in consultation with the management body.

8 SALARY

Salary paid in accordance with the Early Childhood Assistants Award.

9 SPECIALIST SKILLS AND KNOWLEDGE

Practical teaching skills and knowledge which enable the kindergarten children to learn as quickly as possible and in accordance with their ability.

Ability to use office equipment and teaching aids.

Ability to assist the Director in the organisation of programs.

Ability to plan and organise the person's own work, set priorities and manage time.

Skills to supervise and assist volunteers within the kindergarten.

Understanding of, and ability to implement personnel practices, including equal employment opportunities and Occupational Health and Safety.

Ability to achieve objectives within a published timetable.

10 INTERPERSONAL SKILLS

Good standard of oral and written communication skills.

Ability to gain co-operation and assistance from children and parents.

Ensure confidentiality in all areas.

11 PERSONAL VALUES AND ATTITUDES

Committed to excellence in the education of children.

Prepared to implement and control change.

Committed to self-development.

Prepared to take responsibility.

High level of integrity.

Tolerant of others and prepared to work as a team.

12 QUALIFICATIONS AND EXPERIENCE

Preferably (but not essential), experience and proven ability in caring for or working with kindergarten or primary school children.

Experience in working with parent groups (preferred but not essential).

To have or agree to successfully complete Certificate III in Early Childhood studies.

This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described and outlined in this document. All staff are expected to demonstrate behaviours that align with Yarriambiack Shire Council core values and Employee Code of Conduct.

Employee Declaration

I AGREE THIS POSITION DESCRIPTION REFLECTS MY CURRENT DUTIES AND RESPONSIBILITIES.

Signed

Date :