Position Description

Position: Early Learning Centre Assistant

Position dimension

To work as a member of a cooperative team in order to assist with the provision of an appropriate and dynamic educational program for children within the Early Learning Centre.

This position is 0.8 FTE.

Main responsibilities

- Assist with preparation of materials and packing away of equipment and materials as directed by the teacher.
- Checking children are signed in and recording number of children in attendance on white board in kitchen.
- Attending open days, Celebration Night and other special events as directed by the Head of Junior School or Coordinator of the Early Learning Centre.
- Assisting in the general cleanliness of the ELC in regards to cleaning of art materials, kitchen dishes, putting away children's art work or other cleaning tasks as requested by the ELC Coordinator or teachers.
- To assist with and take responsibility for the supervision of children attending to their physical, emotional and educational needs.
- To be familiar with the National Quality Framework and Early Years Learning and Development Framework and support and assist with the implementation of the educational program under the direction of the teacher.
- To be familiar with, support and assist in the implementation of the policies and handbook information of Kingswood College ELC.
- To be familiar with emergency procedures.
- To be familiar with and adhere to the Education and Care Services National Law Act 2010, the Education and Care Services National Regulations 2011 and the National Quality Standard.
- To work as a member of a cooperative and collaborative team in order to assist with the provision of an appropriate educational program for the children within the ELC.
- To assist in developing professional relationships and effective communication with families and other school staff.
- To maintain confidentiality on all issues relating to children and families.
- To encourage parents to consult with the teacher on issues of children’s development and program.
- To attend and contribute to professional development as approved by the ELC Coordinator and Head of Junior School.
Qualifications

The assistant will be registered by the centre as a Certified Supervisor.
- Satisfactory Working with Children Check and current first aid qualifications (including up to date CPR qualifications and anaphylaxis management) are required.
- Must be eligible to work within Australia.
- Applicants must have a demonstrated passion for working with children; to develop their learning skills and social confidence and be willing to work as part of a positive and supportive team to achieve the Centre’s aims and goals.

Responsible to

- Coordinator of Early Learning Centre
- Head of Junior School
- Principal