POSITION DESCRIPTION

Position: Kindergarten Assistant

Where Applicable: Szalmuk Family Early Learning Centre or Fink Karp Ivany Campus

Tenure of Position: (0.91) FTE Part-time Monday to Thursday, 8.00 am to 3.15 pm. Friday, 8.30 am to 3.00 pm.

Eligibility and Qualifications: Any suitably qualified person must have an approved Certificate III level education and care qualification or above.

Responsible to: The Kindergarten Assistant is a member of the Kindergarten staff and is immediately responsible to the Early Learning Centres Coordinator (ELC).

The Role of the Kindergarten Assistant:

The Kindergarten Assistant is employed to provide support and help for the Kindergarten Teacher and Mechanech / Mechinach in all activities involving our students. The Kindergarten Assistant will be required to undertake daily tasks and duties and must have the capacity to act pro-actively in the best interests of our students whenever necessary.

Kindergarten Assistants work in an environment that is ‘public relations’ sensitive. As such, there is an expectation that they will conduct themselves appropriately and in the best interests of the College. All contact with students, parents and colleagues needs to be handled sensitively and needs to be reassuring, welcoming and informative. All Kindergarten Assistants need to act in a professional manner, in accordance with the College’s Respectful Workplace Policy.

Other Reporting Relationships:

Kindergarten Teacher and Mechanech / Mechinach for guidance and structure with their duties.
Responsibilities Related to the Position of Kindergarten Assistant:

In conjunction with the Kindergarten Teacher and Mechech/Mechanechet the Kindergarten Assistant will ensure that they:

Identity

- Ensure each child is supported to feel safe, secure and supported
- Assist children to learn to interact in relation to others with care, empathy and respect
- Foster children’s independence, resilience and confidence.

Interactions with children

- Ensure respectful and equitable relationships are developed and maintained with each child.
- Ensure interactions with each child are warm and responsive and build trusting relationships.
- Ensure that the dignity and the rights of every child are maintained at all times.

Learning

- Assist children to develop dispositions for learning such as curiosity, cooperation, creativity, persistence and imagination.
- Scaffold and extend each child’s learning and thinking both indoor and outdoor.
- Act spontaneously and respond to children’s interests by scaffolding their questions and inquiries.
- Support all children to participate in the program equitably.

Health and safety

- Ensure that you can identify children with known medical conditions in your care and treat in accordance with action and risk managements plans.
- Maintain and promote effective hygiene practices and infection control.
- Make sure you are aware of your roles and responsibilities to respond to every child at risk of abuse or neglect.

Supervision

- Make sure you adequately supervise children at all times in accordance with regulations.
- Take every reasonable precaution to protect children from harm and any hazard likely to cause injury.

Resources

- Ensure premises, furniture and equipment are safe, clean and well maintained and are organised in ways that ensure appropriate and effective implementation of the program.
- Ensure children are supported to become environmentally responsible and show respect for their environment.
Professional Conduct

- Work collaboratively as part of a team.
- Ensure all interactions convey mutual respect, equity and recognition of each other’s strengths and skills.
- The Kindergarten Assistant is not to offer an educational evaluation or advice to parents of the College.

General Duties

The Kindergarten Assistant is responsible for carrying out all stated duties, plus any duties within the Kindergarten Assistant’s skills, qualifications and experience that will and do emerge from time to time:

Kindergarten Assistants will work with other educators to:

- Welcome and settle children.
- Assist to set up learning engagements both in the indoor and outdoor environment.
- Assist with packing up and cleaning of room.
- Assist with packing up and cleaning of outdoor learning environment.
- Sort, check and maintain all materials and equipment.
- Supervise bathroom routine.
- Supervise lunch.
- Help put out and pack up beds for rest time.
- Supervise children on mat when dismissed individually until parents arrive.
- Attend to soiled and injured children.
- Maintain rolls as a legal document.
- Maintain the kitchen and storeroom and keep them clean.

Duties Specific to the Kindergarten Assistant

- Cut fruit and prepare milk and water for morning tea.
- Wash cups and plates with boiling water.
- Supervise class for short periods in teacher’s absence.
- Report observations on students to teachers.
- Attending all in-service programmes as required.
- Be present at orientation nights and class celebrations.

Outside of Working Hours Expectation

- All additional hours the Kindergarten assistant works needs to be approved in writing by the ELC Coordinator before the work is undertaken.
- Kindergarten Assistants are invited to attend Wednesday Professional Development sessions and parent teacher interviews. Attendance to these events are not compulsory but attendance will be paid.
- Kindergarten Assistants are expected to attend orientation nights, welcome mornings and classroom celebrations and will be paid additional hours for this attendance.