

**Position Description**

<b>POSITION</b>	<b>EARLY CHILDHOOD ASSISTANT</b>	<b>PD No: KIND10.4</b>
<b>PURPOSE</b>	<p>Rutherglen Kindergarten provides a quality educational program for young children in our community. It has been running for over 35 years, and continues to be a vital resource for pre-school aged children. Rutherglen Kindergarten is run by Indigo North Health Inc (INH).</p> <p>The Early Childhood Assistant must be able to work cooperatively as a member of a team, and assist with the provision of a high quality educational program for the children.</p> <p>Is committed to child safety as per the Victorian Child Safe Standards</p> <p>The Early Childhood Assistant must operate in a professional manner at all times, meeting the requirements of the Department of Education and Early Childhood Development (DEECD) <i>Victorian kindergarten policy, procedures and funding criteria</i>, the <i>Education and Care Services National Law Act 2010</i>, <i>Education and Care Services National Regulations 2011</i>, and the Quality Improvement Plan, policies and procedures of the service.</p>	
<b>KEY SELECTION CRITERIA</b>	<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• An approved Certificate III level Education and Care qualification or equivalent (or be working towards a qualification in accordance with the <i>Education and Care Services National Regulations 2011</i>).</li> <li>• A current Working with Children Check, which demonstrates suitability for employment in a children’s service.</li> <li>• A current approved first aid qualification, anaphylaxis management training and emergency asthma management training, in accordance with the <i>Education and Care Services National Regulations 2011</i> and service policies.</li> <li>• Satisfactory police check in accordance with INH policy.</li> </ul> <p><b><u>Specialist skills and knowledge:</u></b></p> <ul style="list-style-type: none"> <li>• Experience in working with young children.</li> <li>• Ability to plan and manage time effectively with limited direction.</li> </ul> <p><b><u>Interpersonal skills:</u></b></p> <ul style="list-style-type: none"> <li>• Ability to communicate effectively with children, Indigo North Health management, the Fundraising Committee, families, staff and other professionals.</li> <li>• Work in a cooperative, flexible and professional manner with children, parents, staff, the Fundraising Committee, other professionals and Indigo North Health management.</li> <li>• Well developed communication and self-motivation skills.</li> <li>• Ability to ensure confidentiality of information.</li> </ul>	

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<b>KEY SELECTION CRITERIA (continued)</b>	<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Punctual.</li> <li>• Approachable.</li> <li>• Must be able to work in a team.</li> <li>• Dedicated and passionate about children.</li> <li>• Can develop and maintain positive and productive working relationships.</li> </ul>	
<b>SKILLS</b>	Refer to the Position Description Skills and Training Analysis page 6 of 6	
<b>CONDITIONS OF EMPLOYMENT</b>	According to the Victorian Early Childhood Teachers and Assistant Agreement Award 2009 (VECTAA)	
<b>PHYSICAL STANDARDS (approximate)</b>	<ul style="list-style-type: none"> <li>• Sit 5% of the time</li> <li>• Walk / Stand up to 60 % of the time</li> <li>• Bend, squat up to 35% of the time</li> </ul>	
<b>RESPONSIBLE TO</b>	The educator is responsible to the teacher on a day-to-day basis for implementing the program’s aims and is accountable to the Kindergarten Director.	
<b>MAIN RESPONSIBILITIES</b>	<p><b>General responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Work under the direction of the Director/Teacher in accordance with the requirements the <i>Education and Care Services National Law Act 2010</i> and the <i>Education and Care Services National Regulations 2011</i>.</li> <li>• Be aware of, and assist with, implementing the service’s policies and procedures.</li> <li>• Assist with the delivery of the program including preparation of activities, general cleanliness and safety of the service and the packing away of equipment and materials as directed by the Director/Teacher.</li> <li>• Be actively involved in the development and implementation of the Quality Improvement Plan of the service.</li> <li>• Other duties as directed.</li> </ul>	

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<p><b>MAIN RESPONSIBILITIES (continued)</b></p>	<p><b><u>Specific responsibilities:</u></b></p> <p><b><u>Children</u></b></p> <ul style="list-style-type: none"> <li>• Assist with the program and daily routines, as directed by the Director/Teacher.</li> <li>• Assist the Director/Teacher in the provision of a healthy, safe and welcoming environment for the children and families attending the service.</li> <li>• Assist in working with individual and small groups of children.</li> <li>• Attend to the physical, social and emotional needs of the children as required.</li> <li>• Ensure that any child or group of children in the educator’s care are adequately supervised, and that every reasonable precaution is taken to protect them from any hazard.</li> <li>• Inform the Director/Teacher if the requirements of the Regulations or the Act are not being met.</li> </ul> <p>Participate in the planning of the educational program including taking written observations of children as required.</p> <p><b><u>Parents/volunteers</u></b></p> <ul style="list-style-type: none"> <li>• Support parents and be available to discuss the child/children’s participation within the program.</li> <li>• Assist in developing good relationships and effective communication with families.</li> <li>• Encourage and assist parents to consult with the Director/Teacher on issues of children’s development and program.</li> <li>• Maintain confidentiality on all issues relating to children and families and comply with the service’s privacy policy.</li> </ul> <p><b><u>Staff</u></b></p> <ul style="list-style-type: none"> <li>• Work as a member of a cooperative and professional team.</li> <li>• Attend meetings as directed by the Director/Teacher and/or INH management.</li> <li>• Participate in an annual performance review.</li> <li>• Propose relevant professional development and training programs, and participate in professional development activities, as approved or requested by the employer.</li> <li>• Ensure correct safety procedures are followed at all times, including when lifting heavy objects.</li> </ul>
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<b>MAIN RESPONSIBILITIES (continued)</b>	<p><b><u>Indigo North Health Inc. / Fundraising Committee</u></b></p> <ul style="list-style-type: none"> <li>• Work in a cooperative manner with the committee, ensuring open communication on issues pertaining to the service.</li> <li>• Act professionally towards resolution of any conflict that may arise.</li> <li>• Attend meetings outside normal working hours as requested by management, with appropriate notice and remuneration in accordance with the applicable industrial agreement.</li> </ul>	
<b>REPORTING REQUIREMENTS</b>	Follows reporting guidelines in accordance with organisational policy	
<b>PERFORMANCE APPRAISAL</b>	3 and 6 monthly, then annually by manager or, as requested by employer or employee.	
<b>Key Result Area (KRA)</b>	<b>Performance Criteria</b>	<b>Monitoring Process/es</b>
<b>PROFESSIONAL CONDUCT</b>	<ul style="list-style-type: none"> <li>• Demonstrates a high standard of personal appearance and conduct, that is: clean, neat, tidy, punctual, and respectful language and caring manner toward clients, visitors and to each other.</li> <li>• Information related to clients or staff members is at NO TIME discussed with anyone other than the relevant staff member providing service.</li> <li>• Demonstrates a flexible and enthusiastic attitude toward undertaking a variety of tasks with a team approach.</li> <li>• Demonstrates a positive role model in exchanging information and assistance to team members, other Indigo North Health staff and clients</li> <li>• Shows an understanding that it is the community we serve.</li> </ul>	<ul style="list-style-type: none"> <li>• Adherence to Code of Conduct</li> <li>• Performance Review</li> <li>• Organisation Policies and Procedures</li> <li>• Adherence to Confidentiality Agreement</li> </ul>

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<p><b>CHILD SAFE STANDARDS</b></p>	<ul style="list-style-type: none"> <li>• Demonstrates knowledge in Child Safe Standards and is committed to child safety.</li> <li>• Has a zero tolerance of child abuse, and all allegations and safety concerns are treated very seriously and consistently with Indigo North Health’s robust policies and procedures.</li> <li>• Has legal and moral obligations to contact authorities when a child’s safety is at risk.</li> <li>• Is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.</li> <li>• Supports and respects all children, and is committed to the cultural safety of Aboriginal and Torres Strait Islander children, children from a culturally and/or linguistically diverse background and to providing a safe environment for children with a disability.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Organisation Policies and Procedures</li> <li>• Victorian Child Safe Standards</li> <li>• Adherence to Code of Conduct – Children’s Services</li> <li>• Incident Reporting Process</li> </ul>
<p><b>QUALITY &amp; RISK MANAGEMENT</b></p> <p><b>VHIMS</b></p>	<ul style="list-style-type: none"> <li>• Provides competent service in accordance with the organisation’s documented policies and procedures and legislative requirements relevant to role.</li> <li>• Participates in the risk management program and contributes to a clean, safe work environment to ensure health and safety of clients/visitors, other staff/volunteers and self.</li> <li>• Actively utilises the Customer Complaint System in place at Indigo North Health Inc.</li> <li>• Reports immediately any equipment or situation which has the potential to be a health and safety issue.</li> <li>• Participates in problem solving processes to resolve health and safety issues.</li> <li>• Actively participates and contributes to Quality Activities which promote quality improvement to service provided, such as meetings, working parties, ongoing education, review of procedures, evaluation of new products and equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Incident Reporting Process</li> <li>• Internal Assessment System</li> <li>• Coaching by Manager</li> <li>• Performance Review</li> <li>• Organisational Quality and Risk Management Plan</li> </ul>

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<b>KNOWLEDGE &amp; SKILLS</b>	<ul style="list-style-type: none"> <li>• Maintains own knowledge and skills through completing related skills and knowledge competency assessments, participation at in-service, and continuing education, including compulsory education training, reading notice boards regularly, newsletters and memos as distributed.</li> <li>• Annual training objectives completed following appraisal to ensure skills and knowledge development to fulfil role.</li> <li>• Membership of relevant professional group/s, association/s and or network group if applicable to role.</li> </ul>	<ul style="list-style-type: none"> <li>• Performance Review</li> <li>• Education Attendance Records</li> </ul>
<b>KINDERGARTEN PROGRAM</b>	<ul style="list-style-type: none"> <li>• Facilitates and/ or assists with small group activities, one to one activities, community activities and outings according to the documented program, policies and procedures and individual client's needs and preferences.</li> <li>• Facilitates and or assists with activities.</li> <li>• Support Kindergarten Director, Teachers and other staff members.</li> <li>• Evaluate programs provided</li> </ul>	<ul style="list-style-type: none"> <li>• Coaching by Director</li> <li>• Meeting minutes</li> <li>• Internal Assessment System</li> <li>• Quality Activity Reports</li> <li>• Satisfaction Surveys</li> </ul>

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SKILLS & TRAINING ANALYSIS	Name:				
	Date:	Date:	Date:	Date:	Date:
<b>SKILLS</b>					
1. Interpersonal and communication					
2. Knowledge and understanding of the National Quality Framework (NQF) and the VEYLD outcomes.					
3. Being able to link in the NQF and VEYLD outcomes into teaching practice and program					
4. Knowledge in Child Safe Standards					
5. Customer service					
6. Early Childhood Development understanding					
7. Decision making					
8. Taking initiatives					
9. Time management					
10. Facilitating team work					
11. Ability to complete tasks within acceptable time frames					
12. Ensuring compliance with OH & S policy and procedure					
<b>Manager initial</b>					
<b>Staff Member initial</b>					

**Key:** 1 = Not Assessed      2 = Training Plan      3 = Competent      4 = Able to teach others