



POSITION DESCRIPTION AND SELECTION CRITERIA

KINDERGARTEN ASSISTANT

Incumbent: Reports to: Executive Officer GKA, through Teacher/AGL

Location: Various locations **Salary range:** VECTAA 2009 (Early Childhood Education Assistant)

Organisational context: GKA is a community based, not for profit organisation providing management, employment and support services to 32 kindergartens in the City of Greater Geelong and Surf Coast regions of Victoria. With over 100 staff, we are one of the largest kindergarten cluster managers in Victoria.

Role description: The Assistant, under general direction of a Teacher or Activity Group Leader, is responsible for assisting with day to day management and development of kindergarten services to achieve agreed plans and service outcomes. Hours of work are based on the operating pattern of the centre which may vary and are reviewed annually.

Key accountabilities – strategic overview	Objectives
<p>The GKA strategic plan requires:</p> <ul style="list-style-type: none"> • Fulfilling the obligations of Department of Education and Early Childhood Development as licensee on behalf of member centres • Achieving the highest possible standards in service provision with respect to the Children’s Services Act (1996). • Ensuring affiliated kindergartens deliver relevant responsive innovation based programs on research evidence and best practice that are inclusive of all children. • Regular review and evaluate the service to ensure they are accessible and responsive to the needs of the community. 	<ul style="list-style-type: none"> • To plan and implement high quality, responsive early childhood programs which meet the needs of groups and individual children in community based kindergartens • To provide early childhood programs which have a commitment to active involvement of families and the local community • To provide programs which enable the centre to meet the requirements of the Victorian kindergarten policy, procedures and funding criteria, the Children’s Services Regulations (2009) and the Children’s Services Act (1996). • Programs are also to be conducted in accordance with the policies and procedures of the Geelong Kindergarten Association.

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Specialist functions and responsibilities	Activities
<p>Operations, contributing to assessment of children and programs, community liaison and administrative tasks.</p>	<ul style="list-style-type: none">• Assist with the planning, implementation and evaluation of high quality, inclusive programs based on the needs and interests of groups and individual children in community based kindergartens.• Encourage parents and the local community to be involved in the general operation and decision-making processes of the Centre• On a day to day basis work closely with the Teacher/AGL and Committee of Management in the conduct and oversight of the kindergarten program. The Assistant also liaises with other GKA staff, volunteers and students.• In conjunction with the Teacher/AGL, structure indoor and outdoor environments for balanced active and passive learning centres to guide children’s discovery, learning and positive group interaction.• Show care, respect and a commitment to confidentiality in all interactions with children, staff and families• Provide information for families about the preschool program through discussions, displays and contributing to monthly reports and newsletters• Provide information about enrolment and preschool education for prospective families• Participate in Committee of Management meetings in an ex-officio capacity, and provide advice, recommendations and information about operational and programming issues• Participate in organisational initiatives such as Quality Development.• Maintain necessary records accurately and provide information as required by the Children’s Services Regulations (2009), the Committee of Management and GKA.• Mandatory reporting and child protection legislative requirements.• Connecting families to service networks, referral sources and resources available.• Ensure that an inventory of kindergarten equipment is maintained and that materials are safely stored.

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Authorisations	Accountabilities
<p>Role as Primary Nominee</p>	<ul style="list-style-type: none"> • Act as Primary Nominee in the absence of the Licensee of the children’s service. • Take such action as is necessary to ensure the health and safety of children and their families, and in consultation with other staff, make recommendations to the Committee and the Geelong Kindergarten Association about centre issues. • Assist the teacher to ensure the Centre buildings & grounds comply with DEECD and GKA requirements and any remedial action identified during inspection is taken.
Relationship management	Responsibilities and activities
<p>External and internal relationships</p>	<ul style="list-style-type: none"> • Maintain a supportive role with the Kindergarten teacher, volunteers and students on a day to day basis. • Ensure a close working supportive relationship and effective communication with the Committee of Management and parents in the conduct of the kindergarten program. • Liaises with other GKA centre staff and the GKA Admin unit, • Regular interaction with specialist support staff, relevant community organisations, Council, State Government Officers and local schools in the provision of the preschool service. • Represent GKA and the centre if required, in public forums or professional settings. • Act as an advocate for the provision of kindergarten education, the benefits of the centre and GKA.

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<p>Recruitment, Induction, Appraisal and Professional Development</p>	<p>In conjunction with the EO and Human Resources Support Officer:</p>
<p>Human Resources reporting & systems</p>	<ul style="list-style-type: none"> • Advise GKA and take early action for relief arrangements • Participate in induction of new staff, probationary reviews and appraisals • Assist with identification of training and self development needs • Review, consult and develop individual & team objectives and indicators • Become familiar with responsibilities as a Nominee by completing the Nominee workshop. • Assist the timely response and forwarding of data collection and surveys or incident reports.
<p>Work environment and physical aspects</p>	<p>Responsibilities and activities</p>
<p>Work context and safety awareness</p>	<ul style="list-style-type: none"> • Working in a location geographically separated from close management contact. • Undertake manual handling (e.g. lifting, pulling, pushing, moving, transferring, twisting, supporting) of equipment. • Working at children’s level. (e.g. sitting, squatting, bending) • Interact with people who could display verbal or physically challenging behaviour and/or the full range of emotional expressions. • Interact with people who have an intellectual, physical or sensory disability. • Work in a team environment and at times, independently. • At times, working alone within the kindergarten building & grounds. • Undertake active and adequate supervision of children and provide guidance to and supervision of other staff. • Administer evacuation procedures, lockdown, assembly areas, first aid & accident/incident management and reporting.

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OH&S	Responsibilities and activities
Occupational Health and safety co-ordination	<ul style="list-style-type: none">• Maintain self awareness of OHS policies and systems in place at GKA which are aimed at ensuring an injury free work environment.• Educate other staff on OHS policies and procedures• Ensure early reporting of any incident or hazard with potential for injury.• Conduct daily and other frequency checks for safety in the kindergarten.• Conduct safety audits and participate in safety reviews by OHS Rep.• Ensure evacuation drills and lockdown procedures are done.• Consult with OHS Rep and OHS committee and provided information as requested.• Participate in rehabilitation Return to Work plans for injured staff.

Policy and legislative compliance	Responsibilities and activities
GKA policies, Childrens' Services Act & Regulations, contractual arrangements and other various state and federal laws	<ul style="list-style-type: none">• Periodically review GKA policies published on the intranet to maintain a contemporary understanding of these obligations.• Monitor contracts for performance to ensure they operate in accordance with the Childrens Services Act and regulations and agreed service levels.• Ensure GKA policies and workplace agreements are uniformly applied and the Childrens' Services Act is complied with.• Protect the privacy of personal information and confidentiality of sensitive information held.• Act as Nominee in the absence of the Licensee of the children's service.

SELECTION CRITERIA

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Qualifications, skills and experience	Technical Competency	Personal Attributes
<p>Mandatory:</p> <ul style="list-style-type: none"> • Minimum of Certificate 111 (Children’s Services) and previous experience working with children and families. • First Aid Certificate Level 2 or higher, with annual CPR and accredited anaphylaxis – 21827 or 21659 • Provide and maintain a current employee WWC assessment. • Complete the GKA Nominee Process • Knowledge of current Children’s Services Act and regulations <p>Highly desirable:</p> <ul style="list-style-type: none"> • Experience in community based kindergartens is desirable. • Qualifications in childcare are desirable. • Ability to assist with planing, implementation and evaluation of high quality educational programs for groups of young children • Capacity to implement programs designed to be inclusive which are based on recorded observations and interpretation of children’s responses, needs and interests • Capacity to observe developmental needs of children and to refer to specialist children’s services as appropriate • Responsive to the needs and expectations of families, and developing an understanding of issues which impact on families • Ability to work as a team member when working with co-workers, Committee of Management representatives and parents • Demonstrated commitment to ongoing development • Good verbal and written communication skills • Organizational skills to support the program • Capacity to be an advocate for high quality early childhood education. 	<ul style="list-style-type: none"> • General understanding of kindergarten operations, early childhood education and development. • Working knowledge of the Children’s Services Act and regulations • Problem solving and organisational skills • Positive relationship building • Effective verbal and written communications • Good interpersonal skills including influencing and negotiation • Able to use IT systems and software including email, internet and MS Office 	<ul style="list-style-type: none"> • Clear thinker with focus on outcomes. • Awareness of appropriate personal boundaries • Professional appearance and self confident • Ethical and moral • Flexible in work and management practices • Active listener, inquisitive before forming judgements • Sense of fairness and be warm and flexible when dealing with children • Values relationships and teamwork highly • Self motivated and resourceful • Decisive with capacity to admit mistakes • Preparedness to seek guidance from others

Comments:

The above job description is accepted and agreed

Signed (Staff member)..... Manager

Date:..... Date.....