

Position Description

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| Position Title: | Early Childhood Education Assistant (Diploma Qualified) |
| Reporting to: | Early Childhood Education Teacher/Educational Leader |
| Location: | City of Greater Geelong VIC |
| Date: | May 2017 |

Bethany Kindergarten Services

Bethany Community Support is a vibrant community service organisation based in Victoria that provides a broad range of prevention, intervention, support and educational services to children, young people, families and individuals.

Bethany Kindergarten Services (formally known as GKA) a subsidiary company of Bethany Community Support, controlled and supported by the Bethany Community Support with its own Board made up of Bethany Board members and two elected Parent Advisory Group (PAG) representatives.

Bethany Kindergarten Services (BKS) is a provider of Early Years Management (EYM) and aims to achieve improved outcomes for all young children through the provision of high quality and accessible kindergarten programs. BKS is responsible for the operational and strategic management of 21 kindergartens and is the employer of approximately 140 staff. BKS requires all employees to adhere to the organisation's Vision, Mission and Values. This includes all organisations policies, procedures and work instructions.

Statement of Commitment to Child Safety

BKS is committed to child safety. We want children to be safe, happy and empowered. We have zero tolerance of child abuse. We understand our legal and moral obligations to treat concerns seriously and report allegations, safety and wellbeing concerns to authorities. We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

Focus

The Early Childhood Education Assistant (Diploma Qualified) position reports directly to the Early Childhood Education Teacher/Educational Leader. The Assistant is responsible for contributing to the development and implementation of innovative, quality driven inclusive programs and to respond to emerging trends and issues within the early childhood education setting.

Objective

The key objective of the Early Childhood Education Assistant (Diploma Qualified) position will be to collaboratively plan, implement, document and evaluate safe and age appropriate programs that meet the requirements of the National Quality Standards, Education and Care Services National Regulations and Act.

The position will assist to ensure kindergarten operations comply with relevant legislation, regulations, policy and procedure including direct supervision of children and the creation and maintenance of a safe and healthy internal and external kindergarten environment. The position will work under the supervision of the Early Childhood Education Teacher/Educational Leader and assist the parent helpers, students on placement and volunteers. The position will contribute to a positive professional organisational culture by valuing collaboration, continual improvement and safety.

Key Responsibilities/Accountabilities:

- In collaboration with the Early Childhood Education Teacher/Educational Leader, plan, implement, document and support the delivery of consistent high quality inclusive and culturally sensitive early childhood education kindergarten activities and programs
- In collaboration with the Early Childhood Education Teacher/Educational Leader, implement high quality inclusive programs compliant with Education and Care Services National Regulations and Act and in line with the Early Years Learning Framework, National Quality Standards and Kindergarten Funding Guide
- Participate in quality assurance and compliance programs including review of BKS policy and procedure
- Ensure buildings and grounds comply with DET, BKS and OH&S requirements
- Develop and maintain respectful relationships with children, families and carers, parent advisory groups, community groups, support agencies, colleagues and BKS Central Support Team
- Act as Responsible person as required in accordance with the requirements of the *Education and Care Services National Regulations 2011* in the absence of the allocated supervisor or when requested
- Undertake daily, weekly, monthly and annual audits and checklists associated with the delivery of an early childhood education program
- Participate, promote and demonstrate effective and positive communication with BKS staff
- Assist with guidance to students on placement, parent helpers and volunteers
- Undertake evacuation, emergency management and lockdown drills
- As directed, assist the Early Childhood Education Teacher/Educational Leader in the day-to-day supervision of relevant staff performing duties in the program
- Assist with induction for new employees (and users) to the Kindergarten
- Implement procedures and follow policies as appropriate

- Maintain confidentiality of records
- Actively participate in employee performance review process
- Actively participate in meetings including staff meetings, work groups and project groups as required
- Provide induction for new employees to the Service
- As directed, undertake preparation, general cleanliness and set up and set down of equipment and activities
- Undertake administrative tasks and reporting associated with the delivery of an early childhood education program
- Identify, respond and where appropriate, report suspected child abuse
- Be aware of, and ensure that OH&S policy, procedures and guidelines are fully complied with
- Advise management on potential risks and mitigations strategies
- Perform other duties and responsibilities as requested and reasonably within the capabilities of the position.

Selection Criteria

- Diploma in Early Childhood Education (or equivalent as approved by ACECQA and suitable pursuant to the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011.)
- Certificate in First Aid Level 2 (including current annual CPR certificate)
- Certificate in Asthma Awareness/ Management
- Certificate in Anaphylaxis Awareness/ Management (including current annual Auto Injection Refresher certificate)
- Current Working With Children Check
- Demonstrated experience within an early childhood education setting
- Demonstrated knowledge of the National Education and Care Services Act 2010 and Regulations 2011
- Demonstrated knowledge of the approved Learning Frameworks and National Quality Standards
- Demonstrated knowledge of child protection procedures
- Demonstrated high level of written and oral communication skills
- Demonstrated high level interpersonal skills in particular, negotiation and influencing skills and ability to develop sound relationships with stakeholders
- Demonstrated ability to plan, prioritise tasks and meet required timeframes
- Demonstrated experience in quality assurance processes
- Demonstrated ability to work independently and co-operatively in a team environment
- Demonstrated competent information technology skills.

Conditions

Salary will be as per Salary Assessment and in accordance with VECTEA 2016.

A current Victorian Driver's license may be required to travel to other locations of BKS.

Attendance out-of-hours for meetings to support the Service and the Community may be a requirement of this position. Positions with BKS are subject to a probationary period.

Acceptance and Acknowledgement

I _____, understand and accept the duties and responsibilities of this role and agree to abide by BKS policy, procedure and federal and state obligations.

Name: _____

Signature: _____ / /