

# Position Description

<b>Title</b>	Additional Assistant
<b>Business Unit</b>	Early Learning
<b>Location</b>	As per Employment Agreement
<b>Employment type</b>	As per Employment Agreement
<b>Reports to</b>	Early Learning Coordinator

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

### 1. Position purpose

The Kindergarten Inclusion Support (KIS) program aims to build capacity of funded kindergartens to support the access and participation of children with additional needs in inclusive kindergarten programs.

The role of the Additional Assistant is to support the kindergarten staff in providing an inclusive program for all children in the kindergarten.

### 2. Scope

**Budget:**

*nil*

**People:**

*nil*

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### 3. Relationships

#### Internal

List key internal relationships that this position has primary and regular day to interaction with

- Early Learning Coordinator, Area Manager Early Learning
- Other educators
- Administration staff
- Program leader

#### External

- Children
  - Families / caregivers
  - Other Early Childhood Professionals
  - Kindergarten services
  - Other community service providers as required
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### 4. Key responsibility areas

#### Quality Educational Programs

- Under the direct supervision of the Early Childhood Educator, assist with the implementation of the kindergarten program.
- Fully support Early Childhood Educators in providing an educational program that meets the developmental needs of all children.
- Implementing positive behaviour management strategies as planned by the teacher.
- Assist with the supervision and care of all children in the group.
- Assist with setup and packing up of the learning environment and experiences.
- Support and implement, daily care routines to reflect requests from families and the changing needs of the children.
- Support the inclusion of all children in the program by having awareness of and contributing to meeting their individual skills and interests.
- Contribute to a warm, welcoming and inclusive environment.
- Initiate positive interactions with all children consistently during each session.
- Support the development of each child by recognizing their abilities and needs.
- Assist with observations of children's learning and activities.
- Support the kindergartens teacher's communication with families.
- Other projects and duties, as required.

#### Health and Safety of Children

- Immediately raise the awareness of any concerns regarding the health, safety or wellbeing of a child.
- Assist in providing a high standard of care for all children in the kindergarten program and ensure their safety and wellbeing.
- Help to maintain effective health and hygiene practices that meet legislative, policy and procedural requirements and support children to do the same.
- Maintain confidentiality and privacy of each child, and their family, attending the kindergarten.

#### Relationships and Collaboration

- Work cooperatively, ethically and respectfully with educators, parents, volunteers, students and other Uniting staff to deliver high quality services for children and families.
- Support and maintain the development of respectful and collaborative partnerships with children and their families, encouraging participation in the program where appropriate.
- Respect the cultural and individual needs of the members of the kindergarten community.
- Work under the supervision and direction of the KIS Coordinator.
- Work under the daily guidance of the kindergarten teacher.

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- Participate and attend in supervision sessions annually.
- Participate in staff meetings, where scheduled.

#### Professional Knowledge

- Ensure all practices comply with relevant Uniting Policies and Procedures (including our Child Safe Environments Policy), as well as State and National Law and Regulations and the National Quality Standards.
- Attend and actively participate in all KIS training sessions to maintain and broaden professional skills.
- Demonstrate an understanding of children's differing strengths and requirements from culturally diverse, vulnerable and disadvantaged perspectives.
- Demonstrate an awareness of the National Quality Standards.

#### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.

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## 5. Person specification

### Qualifications

- Certificate III of Early Childhood Education or satisfactory qualification as recognized on the ACECQA list of approved qualifications preferred. Related experience working with children necessary.
- Satisfactory National Police Check and current Victorian Working with Children Check valid for paid employment.

### Experience

- Demonstrated experience working with children with additional needs preferred.
- Demonstrated experience working in a kindergarten environment preferred.
- Some knowledge and understanding of early childhood learning and development, play based learning, providing inclusion and the National Standards Framework.
- Strong interpersonal skills and a demonstrated ability to communicate effectively with a variety of stakeholders.

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### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
  - Well-developed organisational skills and ability to prioritise tasks working both under direction and with some degree of autonomy.
  - Demonstrated passion for working with young children in an education and care role, with an ability to have empathy for parents of children with additional needs.
  - Ability to engage in kindergarten activities, including the ability to work with children in small groups, showing an understanding of implementing positive behaviour management strategies.
  - Demonstrated ability to participate in and contribute to a productive team environment.
  - Demonstrated ability to be flexible and show initiative.
  - Commitment to confidentiality and maintaining the privacy of all clients.
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### 6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

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### 7. Acknowledgement

**I have read, understood, and accepted the above Position Description**

#### Employee

Name:

Signature:

Date: