

# Position Description



<b>Title</b>	Additional Assistant
<b>Business Unit</b>	Kindergarten Inclusion Support, Early Learning
<b>Location</b>	North Western and South Western Metropolitan Melbourne
<b>Employment type</b>	Part Time, Ongoing or Casual
<b>Reports to</b>	Kindergarten Inclusion Support Coordinator

## 1. 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

## 2. Position purpose

Kindergarten Inclusion Support (KIS) offers assistance to Kindergartens to support the inclusion of children with disabilities. The program aims to build capacity of funded Kindergartens to support the access and participation of children with a disability and high support needs in inclusive kindergarten programs. This position is managed at Uniting and works in collaboration with the kindergarten staff to ensure the inclusion of children with a disability in the kindergarten program.

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

## 3. Scope

**Budget:** Nil

**People:** Nil

## 4. Relationships

### Internal:

- Uniting is the employer of all Additional Assistants, however Additional Assistants are accountable to the Teacher on a daily basis.
- The Additional Assistant is appointed to a Kindergarten as a member of the Early Childhood Service team.

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## External

- Partnerships involve Teachers, Educators, and Additional Assistants working together to explore the learning potential in every child and how best to support children with additional needs (Early Years Learning Framework 2009).

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## 5. Key responsibility areas

### Service delivery

- Under the direct supervision of the Early Childhood Educator, assist with implementation of the kindergarten program.
- To assist in providing a high standard of care for all children in the kindergarten program and ensure their safety and wellbeing.
- Contribute to a warm, welcoming and inclusive environment.
- Support, and implement, daily care routines to reflect requests from families and the changing needs of the children.
- To work co-operatively with kindergarten staff and parents to ensure positive outcomes for all children.
- Have an awareness of the National Quality Standards.
- Help to maintain a clean and hygienic environment following the service procedures.
- Perform set duties in a professional manner and in accordance with Uniting's Confidentiality Agreement and Code of Conduct.
- To adhere to all Uniting and program specific policy and procedures
- At all times perform set duties in a professional manner and in accordance with the Uniting Values
- To maintain effective working relationships with all staff.
- Maintain effective working relationships with staff and external organisations.
- Ensure there is a strong partnership formed during the orientation process with staff.
- Maintain an open communication with all staff and families.

### Quality and risk

- To participate in annual staff evaluations.
- Participate in a staff meeting once per term.
- Maintain, improve and broaden own professional knowledge and skills by attending a range of Professional Development Training and reading relevant literature.
- Attend and participate in a Chat and Chew (supervision) session annually.
- To maintain and broaden professional skills by attending all KIS training sessions each term.
- Adhere to OHS practices at all times.

### 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, founding agency 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

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## 6. Performance indicators

- Ability to fully support Early Childhood Educators to enable them to provide an educational program that meets the developmental needs of all children.
- Participate in professional development sessions provided by the Kindergarten Inclusion Support Program
- Work with Early Childhood staff and others in a respectful manner
- Maintain effective communication between all stakeholders.
- Participate in annual performance development process (staff evaluations).

## 7. Person specification

### Qualifications

- Cert 3/Diploma in Children's Services, Disability Services or Integration Aide

### Experience

- Preferred experience working in a kindergarten environment.
- Preferred experience working with children with disabilities.

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Demonstrated ability to work under direction with some degree of autonomy.
- Well-developed interpersonal and oral communication skills.
- Minimal computer skills required.
- Awareness of the importance of team work and the ability to work as part of a team.
- Ability to have empathy with parents of children with a disability.
- Some knowledge of issues related to disability and inclusion.
- Flexibility in working conditions and ability to work across multiple sites.
- A strong commitment to the provision of accessible quality early childhood programs for all children

## 8. 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 Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **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.**

## 9. Acknowledgement

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

	Employee	Manager
Name:		
Signature:		
Date:		