

Position Description

Title	Kindergarten Additional Assistant
Business Unit	Early Learning
Location	Various services across the Wimmera Region
Employment type	Casual
Reports to	Pre-School Field Officer/KIS 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 Additional Assistant will work as a member of the team delivering a kindergarten program that is inclusive of all children in the group.

They will work as a member of a team lead by a qualified kindergarten teacher and together they will be responsible for the development and wellbeing of each child within the group and contribute to the development and wellbeing of all persons at the service.

The Kindergarten Additional Assistant is in excess of staff to child ratios.

The Kindergarten Additional Assistant will be employed by Uniting but may work in a service managed by another body within the Wimmera Region.

2. Scope

Budget:

Nil

People:

- nil

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3. Relationships

Internal

- Uniting Staff
- Kindergarten Teachers
- KIS Coordinator

External

- Other Kindergarten staff
 - Parents of Children
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4. Key responsibility areas

Service delivery

- To take direction from the Kindergarten Teacher
- Share the everyday team responsibilities to ensure that all children can have the opportunity to engage with the range of learning and development experiences provided within the kindergarten program
- To share the responsibility of one-to-one support for any children in the program and not work exclusively with the identified child in the KIS package application
- The ability to assist in service delivery at nominated kindergarten and be flexible with working hours according to service delivery requirements.
- Should **not** supervise children without another educator in the area (inside/outside)
- Provide support to the Kindergarten Teacher to implement the Early Years Learning Framework and provide young children with opportunities to maximise their potential and develop a foundation for future success in learning by safely accessing and participating in the kindergarten program.
- Assist in daily care routines (e.g. toileting, feeding) and provide a healthy, safe and welcoming environment.
- Attend excursions as requested in consultation with the Kindergarten Inclusion Support Services (KIS) Coordinator.
- Recognise and have a commitment to high expectations for every child in their learning and development.
- Provide, by positive example a professional approach to all Early Years educators within the service working collaboratively, recognising contributions from all team members.
- Effective communication with work colleagues, parents and other stakeholders in the community.

Quality and risk

Carry out all responsibilities assigned to staff in relation to the Agency's Quality; Risk Management; Compliance; and OH&S frameworks; policies; and procedures, which includes but is not confined by the following:

- Manage work practices to ensure reasonable care is taken for own health and safety and the health and safety of others.
- Comply with all relevant legislation and regulatory requirements, industry codes and standards and Agency policies and procedures.
- Assist with and support internal and external audit processes.
- Identify, manage and report risks, hazards, incidents or other concerns affecting day to day activities within the Agency, Program or Service area and continually improve work practices.

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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

- No specific qualification required.

Experience and Knowledge

- Knowledge of 'inclusion' and how this applies in the kindergarten environment.
- Knowledge and understanding of the developmental needs of children aged 0-12 years including how children learn.
- Knowledge of supervision and engagement with children
- Knowledge of children's behaviour and possible impacts on the kindergarten group.
- Knowledge of the National and Victorian Early Years Learning Frameworks (VEYLDF) and National Quality Framework (NQF).

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
 - Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
 - Interest in working with children
 - Demonstrated ability to work and manage time effectively.
 - The ability to work effectively in a team environment.
 - The ability to work independently and take direction with a positive and professional manner.
 - Well-developed interpersonal and communication skills.
 - Enjoyment and understanding of working with children
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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

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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.

7. Acknowledgement

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

Employee

Name:

Signature:

Date: