



PENLEIGH AND ESSENDON GRAMMAR SCHOOL

POSITION DESCRIPTION

POSITION: Kindergarten Assistant
REPORTS TO: Director of Kindergartens
LOCATION: Essendon

PURPOSE:

To assist the Kindergarten Teacher in providing the best possible level of early childhood education for each child in line with the School's values and educational objectives and a program which:

- Aids in children's socialisation;
- Values diversity and promotes respect for all individuals;
- Promotes co-operation with others;
- Fosters a love of learning and provides opportunities for learning through play, open-ended discovery and exploration;
- Creates a rich, stimulating and challenging learning environment in which children feel happy and secure and follow stable and familiar routines;
- Promotes equal focus in the learning outcomes for both indoor and outdoor environments

NATURE AND SCOPE:

THE SCHOOL

Penleigh and Essendon Grammar School is a school for boys and girls from Kindergarten to Year Twelve and is associated with the Uniting Church. The school operates on three campuses with a student population of over 2,900. The Kindergartens and Junior School (boys) are located in Essendon, the Junior School (girls) in Moonee Ponds and Gottliebse House Middle School (boys), McNab House Middle School (girls) and the Larkin Centre (coeducational Senior School) are located in Keilor East.

The school has an excellent record for the academic achievement of its students in all areas. The curriculum is designed to challenge students intellectually, to develop their knowledge within particular disciplines and to gain an appreciation of contemporary

society and its history. The academic programme is complemented by a diverse co-curricular programme of Drama, Dance, Music and Sport.

POSITION CONTEXT:

The Kindergarten Assistant is at all times responsible to the Kindergarten Teacher and the Director of Kindergartens. The incumbent is expected to support the school's aims, policies and procedures and the philosophy of an independent school associated with the Uniting Church.

JOB GUIDELINES:

Direct Responsibilities

- Assist the Kindergarten Teacher in the running of sessions as directed, helping the teacher to ensure the needs of all individuals in the group are catered for, and assisting all children in reaching their potential. This includes supporting those with a disability or special learning needs
- Monitor children's well being in a vigilant and responsible manner and report any matters of concerns in accordance with school procedures.
- Assist with the setting up and cleaning up for experiences, ensuring rooms are well presented at all times
- Assist children with snacks, toiletry and dressing as required.
- Work in a safe manner, following school policies and procedures
- Support a positive environment in the kindergarten which is respectful of all present and fosters a love of learning
- Assist the teacher in the preparation and planning of program experiences.

General, administrative and other activities

- Consult with and maintain good communications with the Director of Kindergartens, other Kindergarten Teachers and Assistants
- Work collaboratively with all relevant staff members, ensuring information is communicated in an appropriate and timely manner and supports improved learning outcomes.
- Adhere to strict hygiene and sun smart practices for staff and children
- Understand and ensure agreed standards of behavior amongst children and staff are followed
- Attend and support a range of school events and activities as required, including but not limited to staff meetings, parent information evenings, parent functions and orientation activities

- Undertake rostered supervisory duties outside of the classroom as required, including morning supervisions on a rostered basis
- Participate in a cyclical review process to continuously improve one's knowledge and practice
- Support Equal Employment Opportunity principles, including support for an equitable, safe, and productive environment for all staff and students and treating all school community members with dignity and respect.
- Other duties as required.

Student welfare

- Actively support and promote school policies and procedures relating to student wellbeing

Professional learning

- Annually prepare a professional learning plan in accordance with school priorities and individual learning needs and participate in professional learning activities on an ongoing basis in order to keep up to date.

CONDITIONS:

As per the Penleigh and Essendon Grammar Certified Agreement.

SELECTION CRITERIA:

The incumbent will demonstrate the following attributes:

- Appropriate qualifications, eg Certificate III or Diploma in Children's Services
- Relevant experience working within a kindergarten
- Effective interpersonal and communication skills
- The ability to work effectively in a team
- A patient and caring approach with children
- Adaptability and the ability to prioritise tasks
- First aid, asthma and anaphylaxis training
- National Criminal Record Check and Working With Children Check
- A commitment to child safety, demonstrating an understanding of appropriate behaviours when engaging with children with diverse needs and backgrounds

CONCLUDING REMARKS:

The position description should not be seen as limiting and is open to review, by negotiation, by either party.