



# POSITION DESCRIPTION

## EARLY LEARNING CENTRE ASSISTANT

### POSITION OBJECTIVES

The role of an Assistant is to facilitate, support and enhance development and learning of both 3-4 and 4-5 year olds through the implementation of the Reggio Emilia approach to early childhood.

### KEY RESPONSIBILITIES

<b>Leadership and management</b>	<ul style="list-style-type: none"> <li>• Embrace and enhance the position of the College as a leading provider of education</li> <li>• Exercise discretion and confidentiality in regards to information</li> <li>• Establish and maintain a supportive school environment</li> <li>• Have a broad knowledge of the life of the College, detailed awareness of individual children and a willingness to give of oneself rather than simply giving of one's time</li> </ul>
<b>Teaching and Learning</b>	<ul style="list-style-type: none"> <li>• Help to deliver a stimulating learning environment by using a variety of styles and approaches to cater for children's individual learning needs</li> <li>• Work as a team to assist in the implementation of an outstanding, challenging and supportive learning program based on developmentally appropriate practices</li> <li>• Promote and provide for opportunities for all children to develop an understanding of his/her own self-worth and relationship to the world which allow the children to experience Christian celebrations such as Christmas and Easter within the Catholic tradition</li> <li>• Develop cooperative, supportive and professional relationships with parents, staff and children at all times</li> <li>• Implement strategies and expectations which promote a positive learning environment</li> <li>• Perform other duties as appropriate to the position and assigned by Head of Early Learning Centre</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• Be familiar with and comply with the College' child-safe policy and code of conduct, and any other policies or procedures relating to child safety</li> <li>• Provide children with a child-safe environment</li> <li>• Proactively monitor and support children's physical and mental wellbeing</li> <li>• Undertake regular training and professional development in Child Safety</li> </ul>
<b>Professional development</b>	<ul style="list-style-type: none"> <li>• Commit to ongoing professional development in your area of work</li> <li>• Continue development of ICT skills as technologies evolve</li> <li>• Be an active member of a relevant professional association</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>• Abide by the St Kevin's College Code of Conduct</li> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures</li> <li>• Other duties as directed by the Head of the Early Learning Centre and Director of Glendalough</li> <li>• The College reserves the right to alter this position description as required to reflect emerging priorities</li> </ul>

### SELECTION CRITERIA

<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of the ethos of a Catholic school and its mission</li> <li>• A demonstrated understanding of the mission and vision of the College</li> </ul>
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<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of child safety</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children</li> <li>• Be a suitable person to engage in child-connected work</li> <li>• Must hold or be willing to acquire a Working with Children Check Card and must be willing to undergo a National Police Record Check</li> </ul>
<b>Education and Experience</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Diploma of Children's Services</li> <li>• Proven expertise and knowledge the Reggio Emilia Educational Project and also Howard Gardiner's Multiple Intelligences</li> <li>• Passion and commitment for delivering a high quality education to young children</li> <li>• A demonstrated ability to develop and foster a positive learning environment for all children and families</li> <li>• A thorough understanding of the Victorian Early Years Learning and Development Framework (VEYLDF) and knowledge of the Early Years Learning Framework (EYLF) and National Quality Standards (NQS)</li> <li>• Current First Aid Certification (Asthma and Anaphylaxis accredited)</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team with the ability to cultivate credibility, respect and honesty</li> <li>• Presents a professional and positive demeanour and is a solution orientated person</li> <li>• A collaborative approach with colleagues in planning and delivering curriculum</li> <li>• Proven experience in establishing and fostering relationships with students, staff and parents</li> <li>• Well-developed decision making skills</li> <li>• Demonstrated desire to apply a growth mindset to professional development</li> <li>• Excellent oral and written communication skills to a range of audiences</li> <li>• Strong organisational and time management skills,</li> <li>• Proven ability to integrate IT into the curriculum and teaching practice</li> <li>• Ability and willingness to accept policy directives</li> </ul>

**Position Description Approved (date):** December 2023

**Position Reports to:** Head of the Early Learning Centre and Director of Glendalough

**Job level/classification:** In accordance with the CEMEA 2022