

## Casual Early Learning Assistant Job Description

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| <b>Title</b>                     | <b>Early Learning Assistant</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                       |
| <b>Job Overview</b>              | <p>As a casual Early Learning Assistant you are expected to assist the Director and Educator(s) in the provision of high quality early childhood education to children. You will be responsible for the day-to-day care of children, ensuring their safety and learning.</p> <p>Along with the whole team, you are responsible for implementation and compliance with the National Quality Framework, which encompasses the Education and Care Services National Law and Regulations, the National Quality Standards and the Early Learning Years Framework– <i>Belonging, Being and Becoming</i>.</p> <p>The casual Early Learning Assistant reports to the Head of Early Learning (Director)</p> |                                                                                                                                                                                                                                                                                                                                                       |
| <b>Hours</b>                     | Operational hours of the ELC are 8:20am to 4:30pm for 48 weeks per year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                       |
| <b>Salary</b>                    | The school operates under the AIS Christian School MEA. Salary is therefore dependent on qualifications and experience.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                       |
| <b>Commencement</b>              | As required by the needs of the centre.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                       |
| <b>Qualifications and skills</b> | <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Minimum of a Cert III in Early Childhood</li> <li>• Valid WWCC</li> <li>• Current First Aid and CPR certification desirable</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Outstanding interpersonal skills with students, colleagues and parents</li> <li>• Experience in early childcare, within the NQF and ELYF desirable</li> <li>• Understanding of the NQF, ELYF and applicable legislation</li> <li>• Understanding of Christian Education</li> <li>• High levels of technology literacy</li> </ul>                                                                                      |                                                                                                                                                                                                                                                                                                                                                       |
| <b>Key Accountabilities</b>      | <i>Accountability</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <i>Indicative Measure/s</i>                                                                                                                                                                                                                                                                                                                           |
|                                  | <b>Christian Faith</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p>1.1 Maintain a commitment to a faithful Christian walk and an active involvement with an aligned Christian church.</p> <p>1.2 Demonstrate an understanding of and an ongoing commitment to the School's Vision and Mission Statements.</p> <p>1.3 Understand and be supportive of the school's theological position of Reformed Evangelicalism</p> |
|                                  | <b>School Culture</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>2.1 Engage in the whole life of the School</p> <p>2.2 Attend meetings and events as indicated by the Principal. This may include events after normal hours by negotiation</p> <p>2.3 Participate in all training, including annual Child Protection</p>                                                                                            |

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|  |                               | training and First Aid training                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|  | <b>Educational Program</b>    | 3.1 Facilitate the successful implementation of the Early Years Learning Framework (EYLF).                                                                                                                                                                                                                                                                                                                                                                            |
|  | <b>Children</b>               | 4.1 Assist in the implementation of programs which are appropriate to the individual developmental needs and interests of the children.<br>4.2 Contribute to a supportive educational environment.<br>4.3 Ensure that the children are safe and adequately supervised at all times.<br>4.4 Ensure the adherence to all policies concerning child safety including those around the arrival and collection of children, as well as all on-site and off-site activities |
|  | <b>Families and Community</b> | 5.1 Develop and maintain positive relationships with families, children, educators and school community.<br>5.2 Ensure clear day-to-day communication with families regarding needs, interests and activities of the child                                                                                                                                                                                                                                            |
|  | <b>Administration</b>         | 6.1 Contribute relevant information to ongoing records as required by legislation<br>6.2 Participate in regular educational planning and welfare meetings                                                                                                                                                                                                                                                                                                             |