

Chairo Christian School

ABN 12 451 824 370

CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. ACN 659 952 299

POSITION DESCRIPTION – Kindergarten Inclusion Support Assistant

Title	Kindergarten Inclusion Support Assistant
Appointed by	Executive Principal
Responsible to	Head of Chairo Kinder through the Kinder Coordinator/Teacher

RESPONSIBILITIES AND DUTIES

Overview

The Kindergarten Inclusion Support Aide works collaboratively with the Kindergarten Teacher and educational team to support the inclusion, engagement, wellbeing, and learning of children with additional needs. The role focuses on enabling each child to access and participate meaningfully in the kindergarten program in accordance with the National Quality Standard (NQS), relevant legislation, and approved learning frameworks, including Belonging, Being and Becoming: The Early Years Learning Framework (EYLF) and the Victorian Early Years Learning and Development Framework (VEYLDF).

General Expectations

Teamwork within the Organisation

As a team member, the staff member will use their professional knowledge to assist in further developing and maintaining a workplace for staff that:

- a. Is founded on the person of Jesus Christ and honours Him in all that we do.
- b. Reflects a community in which Christian love and concern are woven into the task of learning and teamwork.
- c. The successful applicant is required to:
 - Be an active Christian who regularly and frequently attends a Christian church or fellowship
 - Uphold, support, and actively promote the values and ethos of the School.
 - Be supportive of, in agreement with, and willing to adhere to the Constitution of the Company.
 - Model a lifestyle that reflects Christian practice and beliefs in your everyday work and interactions
 - Work positively towards the success of School activities and traditions.
 - Help maintain a positive and enthusiastic work environment.
 - Be aware of your membership in the Christian community and respect and support the directions of the School through the leadership of the Board and Principal.
 - Participate in Performance Management processes to continue developing skills.
 - Ensure your knowledge and skills are current and that your work contributes to the learning and spiritual needs of the students.

Practical Application of Expectations

In fulfilling the responsibilities outlined above, the staff member will:

Chairo Christian School

ABN 12 451 824 370

CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. ACN 659 952 299

POSITION DESCRIPTION – Kindergarten Inclusion Support Assistant

- Model Christian faith and character through professional practice, conduct, and relationships within the School community.
- Act consistently in the best interests of the School, upholding its ethos, values, and reputation.
- Support School leadership and represent the School positively within the wider community.
- Demonstrate professional communication, always using appropriate and respectful channels.

Specific Areas of Responsibility

Early Learning

All key responsibilities are based on the National Law and Regulations, the Eight Practices Principles and Outcomes detailed in the EYLF, VEYLDF and the NQF Quality Areas, Standards and Elements. All Chairo Christian School Kindergarten Assistants are expected to have a working knowledge of these documents, which should underpin their pedagogy and, together with the Chairo Christian School Kinder philosophy, directly reflect their relationships with children, families and colleagues.

Support Inclusive Educational Programs (NQS Quality Area 1: Educational program and practice)

- Support inclusive learning programs under teacher guidance
- Provide individualised support for children with additional needs
- Promote independence, confidence, and social development
- Assist with observations and documentation

Promote the health and safety of all staff and children (NQS Quality Area 2: Children's health and safety; Quality Area 3: Physical environment)

- Support health, hygiene, and personal care needs
- Follow medical and risk management plans
- Maintain safe and inclusive learning environments
- Support children's emotional wellbeing

Build positive relationships with all stakeholders (NQS Quality Area 4: Staffing arrangements; Quality Area 5: Relationships with children; Quality Area 6: Collaborative partnerships with families and communities)

- Build trusting relationships with children
- Collaborate with staff, families and external professionals
- Maintain confidentiality and professionalism
- Support inclusion in peer interactions

Contribute to the effective management of the service (NQS Quality Area 7: Leadership and service management)

- Comply with Kindergarten policies and procedures
- Participate in meetings and training
- Contribute to reflective practice and continuous improvement
- Assist with record keeping and documentation

Child Safety Responsibilities

All staff members are required to be familiar with the contents of Chairo's Child Safety & Wellbeing Policy and Child Protection Program, and with their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the school's Child Protection Officers.

Chairo Christian School

ABN 12 451 824 370

CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. ACN 659 952 299

POSITION DESCRIPTION – Kindergarten Inclusion Support Assistant

Child Safety specific experience, qualifications and attributes

- Display a high level of integrity and trust
- Ability to role model the school's values
- Experience in working with children
- An understanding of appropriate behaviours when working with children.
- A current Working with Children's Check.

Standards of Performance

Performance will be measured using the Areas of Responsibility and will be determined against evidence of the following particular standards.

- Achievement in relation to the duties outlined in the Position Responsibilities (above);
- Contribution towards the development of distinctively Christ-centred workplace culture;
- Maintaining appropriate confidentiality and professionalism in carrying out the role;
- Upholding the dignity of the position.

An annual Pathways process will be conducted to facilitate feedback, professional development and guide training opportunities

Required Skills, experience and capacity

- Preferred qualifications in Diploma of Early Childhood and Care or Certificate III in Early Childhood Education and Care
- Current and approved First Aid Training as per regulations, including Anaphylaxis management training, approved emergency asthma management training
- Working knowledge of approved curriculum frameworks desirable.
- A working knowledge and understanding of the developmental needs of the children who attend the Kinder.
- The ability to establish warm and nurturing relationships with children, while being sensitive to their individual and collective needs.
- Well-developed interpersonal and communication skills with both children and adults
- Demonstrated ability to work with families, children and educators in a culturally competent manner.
- The ability to work cooperatively and flexibly within a team environment.
- Well-developed organisational skills
- Computer/IT skills to support record keeping and documentation
- Highly developed observation skills
- Ability to be professional and maintain confidentiality.
- Knowledge of child protection procedures