



## St Catherine's School

### POSITION DESCRIPTION ELC LUNCH ASSISTANT

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Department	ELC	Reports to	Head of ELC
School Charter	As a leading girls' school in Australia, St Catherine's is committed to nurturing and empowering independent and globally responsive young women, enabling them to approach all their endeavours with confidence, wisdom, and integrity.		
Our Vision and Values	<b>School Values:</b> Integrity, Curiosity, Perseverance, Empathy, Gratitude 'A St Catherine's student approaches her dealings with all others with absolute and unwavering <b>integrity</b> . She approaches both her work and the world around her with a sense of <b>curiosity</b> . She will always <b>persevere</b> , even when the path ahead seems challenging. She displays genuine <b>empathy</b> and <b>gratitude</b> at all times.'		
School Motto	<i>Nil magnum nisi bonum</i> - Nothing is great unless it is good.		

## Introduction: Our Philosophy

Every child at St Catherine's Early Learning Centre has the right to exceptional education and care. We value and respect all children and foster a love of learning. We believe that each child is capable and competent. A sense of wonder and curiosity is fostered in each child through creating opportunities to play, explore, investigate and discover.

Relationships are integral to creating a sense of belonging within the Campbell House community. Relationships with others build a child's sense of belonging and identity. We acknowledge that children firstly belong to their families and bring with them their own history and culture to share with other children, families and educators. Respect for diversity is promoted within our community. We acknowledge and respect the Wurundjeri people as the traditional owners of the land on which we play and learn. First Nations perspectives are valued and embedded in our program.

Much care and consideration is given to the learning environments, both indoor and outdoor, to provoke and inspire everyday encounters. Importance is placed on the beauty and aesthetic of the learning spaces, materials and experiences. There is a commitment to the natural environment whereby children form an appreciation of and connection with the world around them. Children are encouraged to develop sustainable practices and become informed citizens of the world.

Parents are valued and welcomed participants in the early learning programs. We consider parents to be our partners in their child's learning and development. Together, children, families and educators form our community and work together to provide the best possible learning opportunities for the children.

Educators recognise and respond to the unique qualities of every child. Together we become co-learners with the children, families and the community. Educators are also responsive to children's ideas and play to develop ongoing projects, stimulate their thinking and enrich their learning. We acknowledge the importance of child agency and uphold the principle of child rights by promoting an environment where children are active participants in their learning, foster their autonomy, and ensuring their voices and perspectives are valued and respected.

## Position Description

This position description is a guide only and not intended to be an exhaustive or exclusive list of duties attached to this Position. The Position Description is subject to review by the Head of ELC in response to the changing needs of the School.

It is expected that all staff at St Catherine's will embrace the School Goals, particularly in regard to the School's values and traditions and the development of a culture of continuous improvement and commitment to excellence.

## General Responsibilities

- Work as a member of a cooperative and collaborative team to provide an exceptional education program for the children.
- Support children with routine tasks during the lunch and relaxation periods of the day.
- Assist with the implementation of the classroom program in alignment with the ELC curriculum and philosophy.
- Assist with the setting up and packing away of classroom resources/equipment in order to provide learning experiences that reflect the philosophy and curriculum of the Early Learning Centre.
- Assist with classroom documentation, children's journals, and classroom displays.
- Provide a consistent and effective role model for children at all times.
- Provide proactive and effective supervision of children at all times.
- To consult with the classroom teacher about relevant issues regarding children in their care.
- To support the classroom teacher in all aspects of behaviour guidance with the children.
- Maintain student, staff, and parent confidentiality.

- Maintain professional, respectful, and cooperative collegial relations.
- Attend to the health and safety needs of the children in the Early Learning Centre.
- Administer First Aid when necessary.
- Ensure that all regulatory documents (attendance register, incident forms, medication register, collection authorisation, safety checklists etc.) are accurate, complete, and maintained daily.
- Adhere to school policies, guidelines, and the professional Code of Conduct.
- Ensure all actions are consistent with the policies of the ELC, ACECQA, VECRA, and the *Education and Care Services Act 2010* and the *Education and Care Services Regulations 2011* when providing appropriate care and educational programs for children and report areas of concern to the Head of ELC.
- Be responsible for sharing the housekeeping tasks of preparation, cleaning, hygiene, safety, and packing away with the other staff.
- Demonstrate an understanding of Health and Safety guidelines and report issues to the Head of ELC where appropriate.
- Participate in whole school staff meetings, curriculum days, and professional development.
- Undertake professional development and training as part of the professional growth and learning process.

### Child Safety Responsibilities

- Provide all students with a Child Safe environment.
- Actively promote and embed the Child Safe Standards in practice.
- Ensure and promote the safety of children from diverse backgrounds including children from culturally and/or linguistically diverse backgrounds, Aboriginal children, and children with disabilities.
- Be familiar with and comply with the School's Child Safe policy and Child Safe Code of Conduct, and any other policies or procedures relating to child safety.
- Adhere to the legislation, policies and procedures in relation to the prohibited use of personal digital devices whilst working with children in the ELC.
- Participate in the School's Child Safe training programs as required.
- Raise any child safety concerns with the School's Child Safety Champions.

### Key Selection Criteria

- Must have a Diploma in Children's Services (or an equivalent recognised qualification).
- Current Working with Children's Check.
- Current Police Check.
- Approved First Aid Qualifications.
- Foundations of Child Safety Training certificate.
- Demonstrate a high level of professionalism in all areas of practice.
- Possess a sound understanding of early childhood development and education.
- Demonstrate an understanding of the Reggio Emilia approach to early childhood education.
- Possess a sound understanding of the regulations and requirements set out by the Victorian Early Childhood Regulatory Authority (VECRA), in particular the *Education and Care Services Act 2010* and the *Education and Care Services Regulations 2011*.
- Demonstrate an understanding of the Victorian Early Years Learning and Development Framework (VEYLDF).
- Demonstrate an understanding of the National Quality Framework and Standards and commitment to best practice and ongoing improvement.
- Demonstrate a sound understanding of ELC policies and procedures.
- An ability to effectively communicate with colleagues and other professionals.
- A willingness to work closely with the classroom teacher to develop and foster a positive learning environment for all children and families attending the Early Learning Centre.

- Demonstrate skills in inquiry, encouraging children to develop thinking skills and engage in research projects.
  - An ability to work in a team, demonstrating flexibility, co-operation, and respectful communication.
  - Be an active participant in whole school events such as staff training, church services, picnics etc.
  - A willingness to provide a warm and nurturing environment that supports the growth and development of all children.
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