

# WAVERLEY CHRISTIAN COLLEGE Inc

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## Position Description

**Position:** Kinder Assistant  
**Campus:** Wantirna South  
**Employment Status:** Casual  
**Reports Directly To:** Kindergarten Coordinator  
Head of Primary

### Role:

The Primary Kinder Assistant provides general assistance of a supportive nature for teaching staff as directed.

### Primary Kinder Assistant - Responsibilities

- To function as the Kinder Teacher's Assistant
- To assist in the setting up and cleaning up before and after classes
- To assist students with activities whenever necessary
- To assist the Kinder Teacher with PE, Art, Craft, Creative Movement, Music, Excursions etc.
- To assist classroom teachers with laminating, photocopying, etc.

### Professional Duties

- Model exemplary classroom practice when supporting students
- Promote the general progress and well-being of individual students, and of any group of students assigned
- Participate in school wide activities wherever necessary e.g. lunch/recess student supervision, student monitoring, etc.
- Actively pursue best practice in area of responsibility

## Inherent Requirements of the Position

### Integration Aides / Assistants

- Some bending and crouching
- Standing tasks requiring twisting and turning
- Prolonged periods of standing
- Some repetitive actions
- Able to work in an outdoor environment and differing weather conditions
- Ability and license to drive College cars for specific roles

## Occupational Health and Safety Responsibilities

- Ensure, so far as is reasonably practicable, that work areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors

- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards to the Bursar and Property Manager as soon as possible

### **Administration/Duties**

As part of your employment, you are expected to participate in a range of duties beyond clerical/administration responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Participation in relevant meetings
- Attendance at the first day back for staff, Staff Retreat and end of year function
- Attendance at the General Working Bee, School Concert, Sporting Events and Presentation Night