

## **POSITION DESCRIPTION**

**POSITION TITLE:** Early Learning Centre Assistant

**REPORTS TO:** ELC Director/Head of Primary School/Head of College

---

### **ROLE**

To support the College's Mission Statement and the ethos of the College by managing students effectively, thereby ensuring that learning is maximised for all students throughout the day, that duty of care is met in and out of class, good order and discipline are maintained, and a loving and caring environment is provided. ELC Assistants should be able to communicate effectively with students, staff and parents and ensure exemplary practices in all aspects of running the ELC.

---

### **ACCOUNTABILITY**

- a. Specifically to the ELC Director and the Head of Primary School (or Head of College)
  - b. Generally, to students, parents, College staff (the executive team, administrators, teachers, cleaners, grounds people and others) and to the College community.
  - c. To various government departments, as is appropriate.
- 

### **FUNCTIONS**

Areas of responsibility are defined as follows:

#### **1. Day to Day Duties:**

- supervise students during their lunch break and rest period.
- provide release time for class teachers and assistants to have a meal break.
- actively participate as an ELC team member, contributing to staff meetings, attending professional development and other activities as required.
- prepare classroom material and equipment for teachers as required.
- assist the teacher in the instruction and supervision of students.
- under guidance or instruction from the teacher conduct programs with individual students or groups of students.
- ensure all materials and equipment are clean and returned to storage.
- other duties as required from time to time.

NOTE: The above is a summary only of the main duties - it is written broadly to indicate the range of duties to be performed.

#### **2. Pastoral Care / Duty of Care:**

- insist on just actions and encourage gentleness and kindness and integrity in interpersonal relationships.
- collaboratively develop and manage high quality care based on best practice in Early Childhood.
- ensure that the school environment remains clean and pleasant, insisting rubbish is put into bins.

- take responsibility for the pastoral needs, duty of care and standards of behaviour of students inside and outside the classroom.
- act as a good role model for students.
- actively support the College's Code of Behaviour and rules and insist on acceptable standards of behaviour in students.
- in consultation with the ELC Director, report continuing or significant behavioural and/or academic problems to the classroom teacher at the earliest opportunity.
- encourage students to take responsibility for their own actions and make them aware of the need to show respect for others in interpersonal relationships.
- know and implement emergency and accident procedures.
- be punctual to classes, roll calls, house meetings, assemblies, chapel services, playground duties.
- report irresponsible or improper behaviour to the ELC Director, indicating what action you took.

### **3. Management:**

- assist in planning, implementing and evaluating exemplary programs based on best practice in Early Childhood.
- contribute to staff meetings, briefings, section meetings, daily devotion times, conferences and professional development when arranged.
- ensure all requirements of the Children's Services Regulations 2009 and the Children's Services Act 1996 (associated with the care and education of children) are met.

### **4. Students:**

- assist in the development of portfolios reflecting individual objectives, incorporating written observations across all aspects of a child's development, as required.
- empower children to develop a sense of curiosity and critical thinking as they engage in inquiry- based learning opportunities.
- diligently instruct students as befits the high calling to which the Lord calls the teacher.
- exercise sound discipline in line with College policy.
- exercise due care of the students' total wellbeing while under the teacher's care.
- assess and report accurately and responsibly on students' progress to the classroom teacher.
- assist the classroom teacher to implement programs for students with special needs.
- liaise with other teachers and co-coordinators about students.
- be familiar with and implement College policy and uniform regulations.
- treat all students with respect, being created in the image of God.
- promote justice and seek mercy.
- encourage students to learn and give of their utmost.

### **5. Staff:**

- work co-operatively and collaboratively with other staff in all aspects of work within the Centre.
- encourage and support staff involved to contribute to the planning and implementation of developmentally appropriate programs.
- function as a member of God's community in the College.
- honour other staff to students and the College community.
- share in the responsibility and duties of staff.
- cooperate with staff with the aim of implementing College's aims and objectives.

- care for the total wellbeing of other staff members.

## **6. Curriculum:**

- demonstrate sound knowledge of current research and have extensive experience in operating an Early Learning Centre that values and respects children's unlimited potential.
- demonstrate knowledge and understanding of the written program and the Early Years Learning Framework.
- assist in developing a distinctly Christ-centered curriculum for the College.
- keep informed in regard to current issues and research and liaise with early childhood services and organisations within the community.
- participate in co-curricular activities where appropriate.
- foster the development of relevant high quality curricular within the Early Learning environment.
- be innovative where appropriate.
- cater for individual differences (in ability, personality, need and learning styles) in students.

## **7. Extra Curricula Activities:**

- assist with community events such as Open Days, Information Evenings, Transition Programs which may allow the College to be publicised and promoted.
- participate in educational activities which will allow the College increased access to information and other resources.
- take on extra tasks as allocated by the ELC Director/Head of Junior School.

## **8. Other Responsibilities:**

- engage in Professional Development and provide information exchange with your colleagues to maintain exemplary practice in Early Childhood Development.
- undertake other responsibilities, as requested, from time to time, by the Executive team.

---

## **KEY SELECTION CRITERIA (Mandatory)**

1. Demonstrate experience and skill or ability to provide the quality early childhood programs inspired by best practice as specified in the details of 'Functions' in this Position Description.
2. Contribute personal values that positively support the ethos and culture of Hillcrest/Rivercrest Christian College.
3. Demonstrate proven ability to model and share excellent teaching skills and knowledge within the early learning environment.
4. Ability to be a valuable contributor to a close knit team approach.
5. Display a high level of expertise and experience in supporting and supervising children.
6. Demonstrate experience in the implementation of programs that support the movement of children between indoor and outdoor environments.
7. Display excellent interpersonal and communication skills when relating to children, parents and colleagues.
8. Ability to document observations to support the development of children's thinking.
9. Competence in utilising various types of ICT equipment.
10. Demonstrate administrative skills including time and workload management.
11. Demonstrated initiative and ability to work with minimum supervision.
12. Demonstrated ability to cope in stressful and demanding situations.
13. Ability and preparedness to work at other locations when required.

---

**PROFESSIONAL REQUIREMENTS (Mandatory)**

1. A minimum qualification of Diploma in Children's Services
  2. Ability and appropriate training in First Aid and Anaphylaxis - meeting the requirements of the Children's Services Regulations 2009.
  3. A Working With Children's Check and a Police Check.
- 

**OTHER REQUIREMENTS (Preferred)**

1. Ability and preparedness to work outside normal agreed hours when required.
  2. Preparedness to participate in professional development opportunities as required.
- 

**SPECIAL CONDITIONS**

Commencement in the Position is deemed as acceptance of the following conditions:

Ensure that all activities are conducted in accordance with relevant Government legislation, awards and College policies, including, but not limited to:

"Code of Conduct", "Child Safe Code of Conduct", "Smoke Free Workplace" and "Dress Code".

---

**SPECIAL REQUIREMENTS and PHYSICAL DEMANDS**

- Regular to frequent requirement to lift children as needed, including bending, stooping, stretching, squatting, pushing, pulling, sitting and walking.
- Noise level can be moderate to loud.