

Chairo Christian School

ABN 12 451 824 370
CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. ACN 659 952 299

~ Position Description – Prep Assistant ~

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| Title | Prep Assistant |
| Appointed by | The Executive Principal |
| Responsible to | The Campus Principal through the Head of School |

Overview

The Prep Assistant is to provide assistance to the Prep Teacher to implement classroom routines, promote a safe and caring environment and supervise students. The Prep Assistant is valuable in assisting students to transition into the junior school environment and programs.

RESPONSIBILITIES AND DUTIES

Teamwork within the Organisation

As a team player in this organisation 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 team work.
- c. You will be required to ensure that you:
 - i. Model a lifestyle that reflects Christian practice and beliefs in your everyday work.
 - ii. Work positively towards the success of School activities and traditions.
 - iii. Help maintain a positive and enthusiastic work environment.
 - iv. Support the ethos that the School requires in its campuses.
 - v. Are 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.
 - vi. Participate in Performance Management processes to continue developing skills.
 - vii. Ensure your knowledge and skills are current and that your work contributes to the learning and spiritual needs of the students.

Provide an example to all by:

- a. Modelling Christian behaviour, practices and beliefs.
- b. Building cooperative and supportive relationships with the Board, Principal, teachers, support staff, students and parents.
- c. Promoting equity of access and receptivity to ideas.

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- d. Always acting in the best interests of the School and its ethos.
- e. Modelling the use of appropriate and proper channels of communication.

Specific Responsibilities

The Prep Assistant is required to carry out the following responsibilities:

General:

- Assist the Prep Teacher in implementing the classroom routine and program.
- Ensure safe environment, e.g. equipment safe to use.
- Assist with supervision of children.
- Refer parent queries regarding child's behaviour and progress to the Prep Teacher.
- Perform all duties in a healthy and safe manner.

Daily Responsibilities:

Before session

- Seek direction and advice on each activity from the Prep Teacher.
- Assist the teacher to prepare materials needed for the daily program.
- Set out and arrange room as may be required.
- Check supplies of materials.

During session

- Assist the Prep Teacher in implementation of the daily program.
- Supervise and encourage children.
- Attend to cleanliness/tidiness needs as they occur.

After session

- Replenish supplies and assist with the tidying of the classroom.
- Packing away any equipment as required.

Pupils

- Foster personal contact with pupils.
- Aim to meet individual needs under the Prep Teacher's direction.
- Set a positive tone with words and conduct.
- Model Teacher's example for behaviour management.

Parents

- Develop and maintain an open and friendly rapport with parents.
- Assist Parent Helpers on duty to give guidance and to help them feel comfortable

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Child Safety Responsibilities

All support staff members are required to be familiar with the contents of our Child Protection and Safety Policy and our 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.

Child Safety specific experience, qualifications and attributes

- Experience in working with children
- An understanding of appropriate behaviours when working with children.
- Display a high level of integrity and trust
- Ability to role model the school's values
- Ability to identify and minimise risks to child safety
- Ability to adapt curriculum delivery methods

Relevant Qualifications, experience and attributes

- Experience in a similar role desirable
- Have the capacity to accept direction, but also to use initiative when appropriate and work independently
- Experience in working with children
- A strong focus on safety of students
- Display a high level of integrity and trust
- Ability to relate to and communicate effectively with prep students
- Confidence to supervise and assist students
- Be an active Christian who regularly and frequently attends a Christian church or fellowship and in addition be prepared to uphold the school's values and be supportive of, in agreement with, and willing to adhere to the Constitution of the Company.