

## Role Description – Assistant (Untrained)

### Main Purpose of the Role:

The role of the Assistant (Untrained) is to assist with the delivery of a quality education program and practice and support all children within the allocated room, to participate in the program.

### Position in the College:

Team: Kindergarten  
Reports to: Kindergarten Director

### Key Responsibilities:

As a member of the Freshwater Christian Kindergarten Staff, it is expected that the Assistant shall:

#### In relation to the Centre operations

- Understand and implement the service philosophy and goals;
- Understand your mandatory child protection obligations under the Child Care and Protection Act;
- Reflect the Centre's 'Statement of Philosophy' and 'Centre Vision' in everyday practice;
- Follow directions of the Director and other Educators. Be able to ask for advice or assistance when needed. Discuss all major issues with the Director that come to your attention during your working hours that may affect the program's operation;
- Participate in the service's risk management procedures and implement safe work practices at all times;
- Adhere to the respective dress code and uniform of the service;
- Work to develop a sound knowledge and understanding of all service policies and procedures;
- Adopt a positive approach to your duties. Make a positive contribution to the general atmosphere within the program as well as the quality of activities and care provided for the children;
- Demonstrate professionalism in all aspects of work and be ready to commence work at the start time of your shift;
- Attend Staff meetings as required and actively participate in a room meeting fortnightly;
- Ensure daily duties are performed as expected;
- Actively participate in the centre's Quality Assurance policies and processes;
- Be adaptable to change;
- Show concern for punctuality;
- If you are studying, complete your studies in the allocated time frame;

#### In relation to Parents

- Parents should be always greeted in a friendly and courteous manner;
- Frequently share positive information with parents about their child's day;
- Always inform parents when an accident or incident has occurred that involves their child. Seek assistance from the Director should managing situations prove difficult;
- Respect the confidentiality of all families should you have access to their personal information. Never share this information in an unprofessional context. Sign the confidentiality staff agreements;
- Any child protection or child development questions from parents should be directed to the Director;
- Issues with children or staff are to be referred to the Director;

#### In relation to the children

- Be fully aware of and attentive to all children under your care. Know where each child in your care is at each point in time, and understand your duty of care;
- Take small groups for group times. Ensure this is both planned and appropriate and in line with the Room Leader's planning;
- Be aware of our anti-bias policies and be respectful to children;
- Encourage children's abilities, strengths, and interests;
- Assist other Educators in providing effective supervision and exercise effective group management skills with the children in your care. Ensure your manner is calm and friendly;

- Under supervision, assist other Educators to implement and follow appropriate positive behaviour management/support strategies such as “My Life Rulz” and the Essential Skills for Classroom Management programs;
- Communicate with the children in a caring and compassionate manner. Be attentive and understanding of each child’s individual needs;
- Assist with supervising children’s games. Think of the children’s safety first and do not permit games that may endanger the children in any way. (If you are unsure, check with your Room Leader first). Join in children’s games and activities with enthusiasm. Ensure all children can be included in the games if they choose;
- Report all accidents/illnesses to the Centre supervisor immediately and assist with first aid where needed;
- Seek assistance from the Director to clear up any misunderstanding immediately to ensure peace and continuity in the Care environment;
- Model appropriate behaviours for children at all times;
- Set up craft and play activities, supervise during the activity and clean up after the activity;
- Assist with maintaining the cleanliness of the areas utilised by Kindergarten students and staff;
- Assist with food preparation, supervision of meals and assist with clean-up in accordance with appropriate health and hygiene practices;
- Develop awareness of and assist in the maintenance of the health and safety of the students (children);

#### **In relation to other staff**

- Work together with other staff to encourage high performance and maintain a positive team environment;
- Provide assistance and support to other staff members as required;
- Communicate regularly with other staff regarding the children and families;
- Support the Director and other Educators with all tasks. Use initiative and notify the Director when you notice supplies running low. If unsure of anything, promptly ask the Director for further information and support;
- Observe the grievance procedures and policies and procedures regarding other staff;

#### **General**

- Contribute to the health and safety of students;
- Contribute to the overall teamwork and support of the staff;
- Participate in workplace safety procedures;
- Attend meetings and professional development as required;
- Perform duties in a manner that is without an unacceptable level of risk to their own health and safety, other employees, students, or the College community in general, making risk prevention a priority;
- To the best of the employee’s experience and knowledge, provide risk management information, as requested by your Manager;
- Report any illness, injury, hazard, near miss, or incidents and losses as soon as they are detected using the College’s WHS reporting system;
- Maintain knowledge of the College’s emergency procedures and follow them when required;
- Assist other members of the Out of School Hours team when required;
- Any other duties as designated by the Principal.

#### **Selection Criteria:**

##### **Essential:**

- Hold a positive notice (Working with Children Check) Queensland Blue Card;
- Be able to sign and abide by the College’s Statement of Faith;
- Be able to abide by the Staff Code of Conduct at all times;
- Have the ability to work with all members of the College community (teaching and non-teaching staff, parents, students, and visitors) both individually and as a member of a team;
- Be fully aligned with the values, virtues, and Christian beliefs of Freshwater Christian College, and be seeking a role where they are able to utilise their talents and skills to make a positive difference in the lives of our students and the College community;
- Be legally permitted to work in Australia.

**Highly Regarded:**

- Experience in a Kindergarten service;
- Certificate II in Children’s Education Services or equivalent.

**Status:**

Part-time and casual positions as per roster that is based on the operational needs of the service.

**Salary and Conditions:**

As per the Children’s Services Award 2020 (level 1 or 2), based on qualifications and previous experience.

**Other:**

All members of staff at Freshwater Christian College are expected to:

- Convey to the public a positive image of the Freshwater Christian College and Freshwater Church;
- Demonstrate an awareness of and commitment to the College’s mission, vision and values;
- Maintain confidentiality in all matters related to the College, its staff, students, parents, and others at all times;
- Contribute to a pleasant and enjoyable work environment;
- Abide by the Statement of Faith, Code of Conduct, and all other College Policies at all times;
- Remain up to date with any changes to the Staff Handbook and any other College Policies;
- Not have contact via social media with any enrolled student or past student (including graduates) for a minimum of 12 months after the student has graduated from any school (recommended two years) (excluding immediate family members);
- Maintain an understanding of the Workplace Health and Safety Standards of the College;
- Participate in staff training and development activities to assist in the achievement of organisational and individual/work goals;
- Carry out other duties from time to time as required.

**Note:**

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for Freshwater Christian College other work duties not specifically listed herein. Freshwater Christian College reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the College.

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Version	v1.1	Authorised by	Principal
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