POSITION DETAILS

Position Title:	Kindergarten Assistant		
Job Type:	PPT		
Reporting to:	Kindergarten Teacher		
Location:	Werribee		
Classification:			
Hours:	As per Letter of Offer		
No of Direct Reports:	Nil	**No of Indirect Reports**	Nil

Who we are
Quantin Binnah Community Centre Inc. is a not-for-profit centre that offers a variety of services and programs to residents of the Werribee and surrounding community. These include Playgroup, 3Yr. Kindergarten, 4 Yr. Kindergarten, Long Day Care, Before School Care, After School Care, Vacation Care, Adult Community and Further Education, a variety of Community Development programs, Maternal and Child Health services and Cafe QB.

Statement of Commitment to Child Safety
Quantin Binnah is a committed Child Safe organisation and has zero-tolerance for child abuse including a zero tolerance for racial discrimination. Every child and young person accessing Quantin Binnah has the right to feel safe. All Quantin Binnah employees, volunteers, contractors and community representatives have a responsibility to understand and activate their role in preventing, detecting, responding and reporting any suspicions of child abuse to the relevant authorities and maintaining a child-safe culture.

Position Purpose
To support the provision of high-quality education and care to kindergarten programs by providing a stimulating environment, positive reinforcement and constructive interactions with children, their families and the community.

POSITION REQUIREMENTS

Main Duties/Responsibilities	
1.1 Provision of education and care and a Welcoming Environment	**1.1 Provision of education and care and a Welcoming Environment** • Present a warm and welcoming approach to children and families at all times. • Assist in the preparation, implementation and evaluation of developmentally appropriate programs for individual children or groups.
1.2 Provision of a Safe Environment	• Assist in displaying materials and resources in a manner appropriate for children and families. • Record observations of children's social, emotional, physical, creative and developmental needs for program planning development by Team Leaders. • Under direction, work with individual children with particular needs. **1.2 Provision of a Safe Environment** • Ensure confidentiality and privacy of children and their families is maintained at all times. • Ensure compliance to the QB Child Safe Plan • Assist in the direction of untrained staff. • Work in accordance with food safety regulations. • Always work in accordance with QBCC policies and procedures and ensure any concerns around safety are raised immediately with the site Team Leader. • Cleaning duties as required ensuring safe and presentable work stations are maintained at all times.
1.3 Meet Compliance Standards	**1.3 Meet Compliance Standards** • Attend and contribute to team meetings. • Undertake and implement the requirements of quality assurance. • All other duties as reasonably requested by Team Leader or Director.

QUALIFICATIONS, SKILLS AND ABILITIES

Qualifications, Skills and Abilities	
Key Selection Criteria Essential	Certificate III / Diploma of Early Childhood, Equivalent or working towards. Previous experience working in Early Education Programs or working with 0-5 age children. A passion for delivering quality inclusive education and care to 0-5 age children. A flexible and personable approach with high levels of initiative. Team player and excellent communication skills. Commitment to ongoing professional education and attendance at training sessions which may be outside normal working hours.
Desirable	Experience working within a community service organisation. Information Technology skills across a range of platforms including MS Office Suite. Food handling skills. Excellent organisational skills. Experience working with children with additional needs. Current Drivers Licence.

Other	Current Working with Children Check. Current Covid-19 Vaccination Certificate. Satisfactory completion of National Police Check is mandatory for all new appointments. Current First Aid HLTAID012 (Previously HLTAID014) Certificate, "Provide Emergency First Aid in an Education and Care Setting" which includes Anaphylaxis and Asthma Management. Successful completion of Mandatory Reporting eLearning Module. Commitment to QBCC policies and procedures.

CAPABILITY FRAMEWORK

Capability Framework		
Core Capability	**Expected Behaviour and Work Standard**	**Frequency**
Quality Care	To support the provision of quality education and care in a stimulating environment. Knowledge of child development across a range of activities suitable for 0-5 age children.	Ongoing Ongoing

Program Development	Assist in the preparation, implementation, and evaluation of developmentally appropriate programs for individual children and groups. Support Team Leader with program planning by recording observations of individual children or groups. To support the development of an activity-based program suited to the children's social, physical, emotional, intellectual, creative and developmental needs through the use and display of appropriate materials and resources.	Daily/as identified. Daily/as identified. Daily
Leadership and teamwork	Assist in the direction of untrained staff. Support other staff in provision of services and maintaining tidy work areas. Ability to work within a team approach. Ability to use initiative and judgement when confronted with unexpected situations. Encouraging and building mutual trust, respect, and cooperation among team members. Commitment to attending all scheduled shifts on time.	As requested, Daily Daily As required At all times At all times

Inclusive Approach	Ensure all children have a sense of belonging, regardless of background, culture, needs and ability. Thinking creatively to adapt and tailor activities to ensure inclusiveness of all children in an area.	At all times Daily
Administration	Undertake all necessary administration requirements including, but not limited to, roll check of children present and absent. Contribute to: critical reflection, planning, evaluation, QIP book. Regular completion of children's learning stories. Notify Team Leader of any food or equipment orders to maintain levels. Ability to plan and organise in an efficient manner. To monitor and care for information displays on walls for parents and children. Ability to write and record information effectively and accurately.	Daily Weekly Weekly Daily Monthly Ongoing Ongoing

Behaviour Management	Ensure appropriate behaviour management strategies are implemented which both reinforce positive behaviour and modify inappropriate behaviour. Under direction, work with individual children with particular needs. Support children's emotional and social development by encouraging understanding of others and positive self-concepts.	Daily As required Daily
Organisation Branding	Create a positive image of Quantin Binnah by delivering excellent customer service to all internal and external customers. Implementation of quality assurance at every stage of service delivery.	At all times At all times
National Quality Framework	Working knowledge of the policies and guidelines in relation to Early Education Programs, particularly the National Quality Framework. Commitment to work with the services, educators and families communities through the National Quality Standards contained in the National Quality Framework to continually improve the quality of education provided to all.	Developed during induction At all times

Health and Safety / Cleanliness	Work in accordance with food safety regulations including but not limited to food labelling and storage, cleanliness of dishes, benches, and cooking utensils/microwave, regularly cleaning all food storage areas (inside and out) and stock rotation. Ability to recognize level of tidiness required and commitment to maintain tidy workstations during and at completion of each activity to ensure safe play environment. Ability to identify and verbally report WHS issues to Team Leader as soon as they are noticed. Ability to comply and complete all COVID-19 cleaning protocols according to outlined routine. Physical fitness to support repetitive manual handling of boxes containing toys/blocks or moving tables and chairs to support the structure of the service. Physical capacity to organise and store toys and materials to ensure order and safety of storage areas.	Daily Daily Immediately Ongoing Daily As required. Daily

	Physical capacity to bend to children's level, sit for extended period on low level furniture and standing for an extended period to supervise children in out of hours care.	At all times
	Ability to sustain a minimum of 3-hour shift without a break.	
	Physical ability to be agile and steady on your feet to manage the variety of possible obstacles in a Early Education environment.	At all times
	Capacity to be able to function in a noisy/busy children's services environment.	At all times
	Capacity to oversee, react safety and swiftly when supervising children walking transitioning to other rooms or during an excursion.	At all times
	Capacity to engage with children in sport, play and physical activities as part of an Early Education team.	At all times
	Capacity to identify risk issues for children to maintain a safe environment.	At all times
	Capacity to identify a child in medical, physical, social or mental stress and provide appropriate intervention.	At all times
	*Please note it is your responsibility to be self-aware of your own capabilities when undertaking the tasks required in the role and to notify Team Leader of any injury which may impact your ability to safely move or lift equipment.	At all times
		At all times
Communication	Ability to communicate effectively with children, staff and families from diverse cultures and backgrounds.	Daily
	Maintain open two-way communication with the Team Leader when reporting incidents or concerns regarding children.	Daily
	Ensure open and non-judgmental communication with families when discussing the needs or concerns for individual children within the service.	Daily
	Maintain openness to collaboration with families and local community members regarding development of the needs for the service.	Daily

Physical Environment	Maintain a safe and aesthetically pleasing physical and visual environment for children, family and community members entering the service.	At all times

	Uphold and extend the Quantin Binnah Community Centre brand at all times.	At all times
Ongoing Learning	Eagerness to attend ongoing learning and professional development training which may be held on site and outside normal working hours. Attendance at staff meetings as required.	As required As required
Corporate Responsibilities	Comply with Quantin Binnah policies, procedures and guidelines. Comply and adhere to the Quantin Binnah Code of Conduct. Protect Quantin Binnah's physical, financial and intellectual assets against damage, fraud or misuse. Staff are responsible for identifying and reporting instances of this nature. To carry out the key responsibilities and duties of the position with an awareness and sincerity that provides for an accessible and inclusive community and workplace.	At all times At all times At all times At all times
And any other duties as reasonably required or requested by Team Leader or Centre Management.		