

# Kindergarten/ELC Assistant

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## Role

To assist with the provision of a quality educational program for the children in the Early Learning Centre at Kilvington Grammar School.

## 1. Key Responsibilities

- To work collaboratively as a member of the Early Learning Centre team
- To work in a professional manner at all times in accordance with the regulations provided by the Department of Education and Training (DET)
- To work under the direction of the Teacher
- To assist with the preparation and packing away of materials and activities
- To assist with the provision of a healthy, safe, friendly and welcoming environment for the children and their parents
- To work with individual and small groups of children
- To ensure that all children in your care are adequately supervised and that every reasonable precaution is taken to protect them from danger
- To make written observations of children as required under the direction of the Teacher
- To use positive behavioural management techniques to achieve desired behavioural outcomes
- To attend meetings as required

## 2. Working Relationships

A Kindergarten Assistant

- Reports directly to the Early Learning Centre Coordinator
- Is accountable to the Head of Junior School

## 3. Qualifications

- A current First Aid certificate (HLTAID004) or willingness to train and obtain a First Aid Certificate
- Desirable Diploma of Children's Services, minimum Certificate III in Children's Services

## 4. Knowledge, Experience and skills

- Experience working with young children
- A solid understanding of early childhood development
- Ability to work in a professional manner at all times
- Ability to communicate warmly and effectively with children, families and other staff members

## 5. Personal Characteristics

- Demonstrate a passion and commitment to the vision and values of Kilvington Grammar School
- Present a professional, positive, warm and welcoming persona
- Demonstrate high levels of confidentiality
- Demonstrate a respect for students, parents and staff
- Display empathy, enthusiasm and commitment
- Possess a strong work ethic
- Operate effectively in a collaborative team environment; establishing a rapport with others and building strong relationships