

Position	Kindergarten Additional Assistant
Reports to	Pre School Field Officer/KIS Coordinator Early Years
Team/Program	Support for Families and Community
Agreement/Award	Victorian Early Childhood Teachers and Educators Agreement 2016
Salary Range	Victorian Early Childhood Assistant, Level 1.1 \$42,833 minimum to \$44,582 maximum (pro rata) <i>Potential package equivalent (includes superannuation and salary packaging advantages) \$52,323 to \$65,577 per annum.</i>
Time fraction	Casual
Location	As Required

Organisation Context

The purpose of Uniting Wimmera is to support and strengthen individuals, families and communities by providing an extensive range of family-focused community services, which are based on:

- Sensitivity to their needs and empowerment
- Open, clear and respectful communication
- Cooperative and trusting relationships
- Alliances and networks with other agencies

We are an agency of the Uniting Church network in Victoria and have offices in Horsham and Ararat. We deliver over 80 services and help more than 8,000 people every year, reaching out from Horsham to Hindmarsh, Northern Grampians to West Wimmera, Yarriambiack and parts of Ararat Rural City and Buloke Shires. We support these communities by working with vulnerable children, youth and families, those living with mental illness or a disability. Uniting Wimmera provide housing support and deliver early years and kindergarten services.

Purpose

To inspire people, enliven communities & confront injustice.

Values

Imaginative – We challenge convention, explore new possibilities and dare to dream for a better future.

Respectful – We act with honest and integrity, and open our hearts to all people without exception.

Compassionate – We are nurturing, generous and thoughtful in our words and deeds.

Bold – We face injustice head on and stand up for what is right and true with confidence and strength.

Position summary

The Kindergarten Additional Assistant Educator will work as a member of the team delivering a kindergarten program that is inclusive of all children in the group.

Kindergarten Additional Assistant

They will work as a member of a team lead by a qualified kindergarten teacher and together they will be responsible for the development and wellbeing of each child within the group and contribute to the development and wellbeing of all persons at the service.

The Kindergarten Additional Assistant is in excess of staff to child ratios.

The Kindergarten Additional Assistant will be employed by Wimmera Uniting Care but may work in a service managed by another body within the Wimmera Region.

Key responsibilities and duties

Role of Additional Assistant Educator

- To take direction from the Kindergarten teacher
- Share the everyday team responsibilities to ensure that all children can have the opportunity to engage with the range of learning and development experiences provided within the kindergarten program
- To share the responsibility of one-to-one support for any children in the program and not work exclusively with the identified child in the KIS package application
- The ability to assist in service delivery at nominated kindergarten and be flexible with working hours according to service delivery requirements.
- Should not supervise children without another educator in the area (inside/outside)

Key responsibilities and duties

- Provide support to the Kindergarten Teacher to implement the Early Years Learning Framework and provide young children with opportunities to maximise their potential and develop a foundation for future success in learning by safely accessing and participating in the kindergarten program.
- Assist in daily care routines (eg toileting, feeding..) and provide a healthy, safe and welcoming environment.
- Attend excursions as requested in consultation with the Kindergarten Inclusion Support Services (KIS) Coordinator.
- Recognise and have a commitment to high expectations for every child in their learning and development.
- Provide, by positive example a professional approach to all Early Years educators within the service working collaboratively, recognising contributions from all team members.
- Effective communication with work colleagues, parents and other stakeholders in the community.

Organisational Responsibilities

- Model and promote the organisation's values.
- Identify and assist in the solution to any communication and workflow problems by suggesting improvements and enhancements to existing systems and processes in accordance with Uniting Wimmera procedures.
- Contribute to the strategic and operational planning including long term planning to improve services and outcomes.
- Support desirable change initiatives aligning to the Agencies' corporate direction.
- Actively manage the safe working practices in the team and as far as you are able, protect your own and others' health and safety.

Kindergarten Additional Assistant

- Undertake other duties and functions as directed, commensurate with current level of skills and classification.

Corporate roles and responsibilities

Carry out all responsibilities assigned to staff in relation to the Agency's Quality; Risk Management; Compliance; and OH&S frameworks; policies; and procedures, which includes but is not confined by the following:

- Manage work practices to ensure reasonable care is taken for own health and safety and the health and safety of others.
- Comply with all relevant legislation and regulatory requirements, industry codes and standards and Agency policies and procedures.
- Assist with and support internal and external audit processes.
- Identify, manage and report risks, hazards, incidents or other concerns affecting day to day activities within the Agency, Program or Service area and continually improve work practices.
- Attend mandatory, core and other safety related training including induction.

Key selection criteria

Essential Knowledge & Qualifications

1. Knowledge of 'inclusion' and how this applies in the kindergarten environment.
2. Knowledge and understanding of the developmental needs of children aged 0-12 years including how children learn.
3. Knowledge of supervision and engagement with children
4. Knowledge of children's behaviour and possible impacts on the kindergarten group.
5. Knowledge of the National and Victorian Early Years Learning Frameworks (VEYLDF) and National Quality Framework (NQF).
6. Understanding of Health & Safety requirements of the role
7. Interest in working with children
8. Demonstrated ability to work and manage time effectively.
9. The ability to work effectively in a team environment.
10. The ability to work independently and take direction with a positive and professional manner.
11. Well-developed interpersonal and communication skills.
12. Enjoyment and understanding of working with children

Personal Attributes

- self disciplined
- collaborative and supportive
- inclusive and ethical
- client focused.

Desirable

- A broad understanding of and commitment to the programs of Uniting Wimmera

Certificates, licences and registrations

- Current eligible motor vehicle licence to drive in Australia
- Current National Police Record Check
- Working with Children Check.

Kindergarten Additional Assistant

Conditions of employment

- Continuing employment in this position is subject to ongoing funding.
- The employee agrees to abide by all health and safety rules and requirements of the employer, and all employer policies as detailed in the agency policies and procedures, which may be amended from time to time.
- Applicants must not have been discharged from the carers or added to the disability register
- This appointment is subject to:
 - satisfactory completion of the agency Induction process
 - attendance to the agency group orientation
 - current Police Check
 - current Working with Children Check.
 - satisfactory completion of the twelve month review process for each year of work
- Salary packaging is available to all Uniting Wimmera employees.
- Uniting Wimmera recruitment and selection procedures reflect our commitment to the safety and protection of children, families and individuals in our programs. Please read and familiarise yourself with the attached policies.
- The employee will work within the ethos of the Uniting Church.

Reviewed by

I have reviewed the above position description and deem it to be correct

Signature: Date:/...../.....

Name and position: Louise Netherway, Manager Support for Families and Community

Employee statement

I have read, understand and accept the above position description.

Name:

Signature: Date:/...../.....

