

Position Description

Kindergarten Additional Assistant



Location:

Ballarat and Central Highlands

Classification:

Children's Services Award 2010

Organisational Focus:

Pinarc Disability Support provides a broad range of services across the lifespan to individuals and families. We strive to make a positive difference in peoples lives by providing them with opportunities to maximise their potential.

Underpinning all customer services is an approach to service delivery that is committed to ensuring that customers, their families and carers are at the very centre of decision making in matters related to their support needs and life choices. Our commitment includes supporting and empowering people of all abilities, Aboriginal and Torres Strait Island peoples, those from culturally and linguistically diverse backgrounds, those identifying as lesbian, gay, bisexual, transgender, intersex, queer, asexual/agender or other diverse sexual orientations and genders (LGBTIQA+). We actively promote the safety of children.

Primary Objective:

The **specific objectives** for this role include

- To work as a member of the kindergarten team to deliver an inclusive program for all children, as developed by the Early Childhood teacher

Duties and Responsibilities:

Service Delivery

- Support children to safely access and participate in the kindergarten program
- Assist children with self-care tasks eg toileting and feeding
- Participate in taking individual children's observations as directed by the Early Childhood teacher
- Attend excursions as requested in consultation with the Kindergarten Inclusion Support (KIS) Coordinator
- Recognise and have a commitment to high expectations for every child in their learning and development

Staff Supervision

- Actively participate in the staff supervision process

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Relationships

- Actively participate in team meetings, case conferences, and customer related meetings as required
- Work cooperatively and collaboratively with the Early Childhood team
- Operate within a flexible family/person centred approach

Organisational

- Participate in the Quality Framework and associated activities to continuously improve services
- Be aware of and comply with Occupational Health and Safety systems and processes. Use safe manual handling principles in work undertaken for the role.
- Operate within the principles of the Victorian Early Years Learning and Development Framework (VEYLDF) and National Quality Framework (NQF)
- Be aware of and comply with Pinarc policies and procedures available on dKnet
- Commitment to undertake required training and development appropriate to the role
- Recognise and support cultural and spiritual diversity of service users
- Work collaboratively, recognising contributions from all members of the team
- Actively participate in collaborating with the broader organisation
- Maintain confidentiality of information received and given

Qualifications:

- Certificate III level in Children's Services/Early Childhood Education and Care or equivalent is desirable.

Experience:

- Experience working in kindergartens settings and/or with children with additional needs is highly regarded.

Other Requirements:

Safety Screening Checks:

- Police Check or NDIS Worker Screening Check
- Current Victorian Employee - Working With Children Check
- Pre-employment Health Declaration

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Key Selection Criteria:

- Demonstrated experience working in kindergarten/childcare settings or in other early childhood settings
- Demonstrated understanding of the competing needs of the kindergarten environment and the necessity of working as part of a broader team to support all the children in the group
- Demonstrated ability to work in a collaborative and consultative approach with a focus on respectful relationships
- Demonstrated understanding of children's behaviour and the impacts this might have on a kindergarten group
- Demonstrated understanding of 'inclusion' and how this applies in a kindergarten setting
- Demonstrated understanding of and commitment to family/person centred practice
- Demonstrated approach to managing situations of conflict
- Demonstrated knowledge of Victorian Early Years Learning and Development Framework (VEYLDF) within kindergartens
- Understanding the health and safety requirements of the role

Reports To:

Kindergarten Inclusion Support (KIS) Coordinator, and the Kindergarten Teacher on day-to-day basis.

Accountability:

Accountable to the CEO through, Manager Therapy Education and Support Services and the Kindergarten Inclusion Support (KIS) Coordinator.

Extent of Authority:

According to the Delegations of Authority Policy.

Pinarc Disability Support Inc (Victoria) ABN 42 761 925 547

The liability of Pinarc Disability Support Inc ARBN 630 354 826 members is limited

Summary of Specific Responsibilities:

Be aware of and comply with the organisations policies, procedures and other associated documentation relevant to the role.

Employee/Volunteer Statement:

I have read, understand and accept the above Position Description

Signed: Date:

Name: