



Quality Services P/L

## **POSITION DESCRIPTION: Day Care Assistant**

### **Purpose Statement**

To faithfully serve and support students, parents and staff of the Butterfield House and Christian College community. This is to be achieved through the positive use of skills and talents to achieve the administrative outcomes required and expected by the Christian College community. This act of service is a reflection of the servant nature of Jesus as it is observed in his compassion and care of all people.

### **Competency**

- to have a general understanding of the Victorian Early Years Framework and how it applies to the programs implemented at Butterfield House
- to be able to respond to the varied developmental needs of this age group within our policy guidelines eg behavior management
- to collaborate with teaching staff in setting up and maintaining inviting learning environments both indoors and outdoors
- to demonstrate flexibility and responsiveness to the flow of the preschool program eg may mean accessing additional resources or make adjustments in response to the way the program evolves during session time
- to be able to prioritise tasks in order to achieve outcomes within the given time restraints

### **Judgment, Independence and Problem Solving**

- to show initiative in responding to the program as it evolves in response to children's knowledge, skills and developmental levels
- to make decisions based on policy standards

### **Level of Supervision**

- routine supervision of ration 1:11 maximum (children) (in partnership with Early Childhood qualified educators)
- guidance of lunchtime relief staff in continuing program during qualified teachers lunch break
- help facilitate smooth transition of staff in and out program to accommodate breaks

## **Training Level or Qualifications**

- Minimum qualification completion of Certificate III in Children's Services; CHC30708, Diploma of Early Childhood Education and Care, CHC50113 preferred.
- Level 2 first aide, anaphylaxis and asthma certificates
- Working with Children Certificate
- Expectation to attend professional development opportunities that relate to this level

## **Typical Activities**

- assisting in preparation, implementation and evaluation of developmentally appropriate programs for individual children or groups
- responsibility for recording of observations of individual children or groups for program planning purposes for qualified employees eg digital records, records such as attendance, accident/medication records, some collection of forms
- working under direction, with individual children with additional needs
- assist in direction of untrained employees eg lunch time relievers
- undertaking and implementing the requirements of National Quality Assurance (NQS)
- may contribute to the development of referrals for children with additional needs
- on a daily level, communicating positively with parents about the child's day, addressing some day to day queries, referring parents to lead educator for more specific or 'sensitive' follow-up

## **Community Expectations**

- toward the end goal of developing a strong and united team, staff are requested to make themselves available, and take an active role, for Butterfield House staff meetings, information nights, parent and family events eg fathers night
- in a wider context, and with an aim of connecting positively to Christian College as a whole, staff are expected to participate in events such as staff retreat and year 12 graduation as available.

## **Professional Development Expectations**

We are a community of learners. Staff are expected to engage with opportunities to develop understanding and skills related to their work with pre-schoolers and their families (including professional reading and in-service training), and to share gained knowledge with other staff.

## **Behaviours**

The behaviours required of you whenever you are on duty representing Butterfield House Kindergarten whether on or off campus can best be summarized as *"treating others as you would like them to treat you"*.

Examples of this behavioural philosophy include, but are not limited to:

- act with integrity at all times
- be open and honest in all communication – students, staff and parents
- respond promptly to communications
- show respect to all students, staff and parents
- embrace change
- act with professionalism ensuring that personal goals are in line with the College vision and strategies
- have a good working knowledge of all the policies and procedures
- be a self-starter, show initiative
- strive for excellence, take pride in what you do
- be accountable and responsible
- be punctual
- offer ideas for improvement
- offer and receive feedback
- be active in managing hazards and risks associated in performing daily tasks

#### **Organisational Relationships**

- Reports to Mrs Bernadette Johnson the Director-Early Years [Preschool]