

POSITION TITLE: CHILDREN’S SERVICES WORKER - ASSISTANT

SECTION: EARLY LEARNING & CARE

REPORTS TO: Coordinator / Early Learning and Care Coordinator

DATE:

All employees in *Catholic Education – Diocese of Rockhampton* demonstrate an understanding of, and a commitment to, the ethos of Catholic education.

QUALIFICATIONS & REQUIREMENTS

Relevant Legislation

Education and Care Services National Act (2010) & Regulations (2011)

Essential Qualifications/ Requirements

1. One year Education and Care Qualification (refer to ACECQA website for confirmation of requirements) or willing to obtain qualifications if necessary
2. Current Suitability Card & Positive Notice Letter or Exemption Card
3. Senior First Aid, CPR, Anaphylaxis and Asthma Training Certificate (or willing to obtain)

POSITIVE RELATIONSHIPS

This position reports directly to the Nominated Supervisor. Appropriate relationships also include children and families, employees, Early Learning & Care Coordinator and Officer, clergy, the parish, the wider community (including the adjoining school personnel), Assistant Director Schools, Assistant Director Administration and the Director Catholic Education.

CATHOLIC ETHOS

Demonstration of the Catholic Ethos through Christian witness, fostering the religious life of the centre and the promotion of Gospel values; Contributes to the development, articulation and alignment of the Vision, Mission and strategic goals of the centre; Demonstrates an ongoing commitment to the Quality Improvement Plan and Assessment and Rating Process and Catholic Education goals and initiatives

EDUCATION & CARE

Develops, implements and monitors high quality teaching and learning programs; Implements the *relevant National Quality Framework* within the service.

KEY DUTIES

The key duties include but are not limited to:

- Respecting and valuing a child's expertise, community, family and social contexts, cultural traditions and understandings and home language/s
- Supporting the Nominated Supervisor in providing a program that responds to each child's wellbeing, positive sense of identity and confidence as a learner and participant
- Modelling for children the Catholic Education Diocese of Rockhampton's *Code of Conduct*
- Ensuring the health and safety of the children in their care, including appropriately supervising children at all times
- Administering first aid and medication, when required and fulfilling all associated legislative requirements
- Fulfilling all requirements and documentation as outlined in the *Education and Care Services National Law Act 2010 & Education and Care Services National Regulations 2011*
- Ensuring an awareness of and an adherence to legislative requirements, relevant awards and agreements, the Catholic Education and Centre Policy and Procedures, the Catholic Education Child Protection Guidelines, the Catholic Education Code of Conduct, the Catholic Education IT Protocol and the Catholic Education Media Protocols

KEY AREAS OF RESPONSIBILITY

In respect to children, the Assistant is required, but not limited to:

- Creating environments that respond to children's individual personalities, wellbeing, dispositions for learning, strengths, abilities, interests and multiple ways of learning
- Resourcing and challenging children as they explore and develop their ideas
- Keeping accurate records of individual children to support future planning
- Facilitating play, leisure and learning as initiated by the children
- Following the Catholic Education Diocese of Rockhampton's Inclusive Practices in Catholic Schools and Colleges policy

In respect to families, the Assistant is required, but not limited to:

- Demonstrating effective partnerships with families and the wider community (including adjoining school and parish) through open and regular communication
- In consultation with the Nominated Supervisor, sharing with families their child's involvement in activities
- Collaborating with all stakeholders to produce family-centred policies

In respect to colleagues, the Assistant is required, but not limited to:

- Maintaining effective teamwork relationships with all colleagues, students and visiting personnel
- Networking with other professionals and support services
- Liaising with the Early Learning & Care Coordinator and other Catholic Education personnel

In respect to health & safety, the Assistant is required, but not limited to:

- Ensuring compliance with the service's Workplace Health & Safety Policy and Procedures

In respect to professional knowledge, skills and dispositions the Assistant is required, but not limited to:

- Demonstrating an ability to contribute to planning, implementing and critically reflecting, collaboratively with and for individual children
- In consultation with the Nominated Supervisor, documenting evidence of children's wellbeing, unique qualities, abilities and interests, development and learning
- Demonstrating appropriate interpersonal oral and written communication skills
- Promoting social justice and equity through an attitude of acceptance and respect for all children and their families, including those with additional needs and those of all cultures
- Demonstrating a commitment to continuing professional development
- Participating in daily preparation and cleaning of materials and the environment
- Implementing a balanced and child-centred daily routine

In respect to administration, the Assistant is required, but not limited to:

- Assisting in entering and submitting appropriate, accurate data and records (including attendances etc.) as required