



FLINDERS

CHRISTIAN COMMUNITY COLLEGE

Hope & Purpose through Christian Education

Flinders Christian Community College Casual Relief - Kinder Assistant

1. POSITION IDENTIFICATION

Title	Casual Relief - Kinder Assistant
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2. INHERENT REQUIREMENT

Purpose

We bring hope and purpose to our community through Christian education.

Vision

To be a Transformative Christian Learning Community.

Values

We value:

- Love
- Faith
- Integrity
- Humility
- Grace
- Excellence
- Perseverance.

It is an inherent requirement that all persons employed at Flinders Christian Community College must model and demonstrate the reality of the Gospel by the way they undertake their employment responsibilities and by the way they live. Every activity undertaken by the College must be characterised by love, mercy, forgiveness, reconciliation, humility and justice, all elements demonstrated by Christ's life, death and resurrection, which is the core of the Gospel.

All casual relief staff must declare their unconditional agreement with FCCC:

- Purpose, Vision, Values, Philosophy of Christian Education, Goals
- Biblical Foundations and
- Biblical Beliefs and Principles
- Nicene Creed
- Apostles Creed.

The incumbent must have an in depth knowledge of the ethos of the College and the principles by which it operates and must be willing to support these unreservedly.

3. CULTURE AND VALUES

Ethos

All casual relief staff are expected to:

- Uphold at all times the practical demonstration of Faith in Christ and the College's underlying Christian beliefs and ethos in dealing with others
- Comply with Biblical standards of equity, justice, fairness and compassion in dealing with others within and beyond the College
- Act responsibly to protect the safety and security of our students and other staff at all times
- Encourage positive behaviours and attitudes in students and others that demonstrate respect for all
- Perform duties in a responsible and professional manner, with due regard for the College's policies and other legal requirements and obligations
- Exert responsible stewardship of College resources
- Promote and protect the College's reputation in the wider community
- Act appropriately when a conflict arises between the individuals personal interest and their duty to the College

You must support the College values conduct yourself in a way which is consistent with the ethos of Flinders Christian Community College.

Specific expectations of casual relief staff with Flinders Christian Community College are detailed in the College Policy Handbook which is attached electronically and also located on the Colleges' Moodle intranet. You must support the Flinders Christian Community College policies and conduct yourself in a way which is consistent with the policies and practices of the College.

4. RISK AND COMPLIANCE

It is the responsibility of every staff member to actively participate in the management of risk and to ensure a safe work environment for themselves, their co-workers, students and the college. This position description is subject to the Risk Management Strategy/Policy and OHS Policy. The employee must ensure that prescribed tasks are performed subject to established risk assessments and safe work practices. To that end the following are also requirements of this role:

- a. Report all hazards observed including any potentially unsafe work practices;
- b. Report all incidents of injury or near miss;
- c. Actively Participate in all professional development and training regarding Risk management and OHS;
- d. Cooperate with any reasonable request for action to ensure the safety of self and others and the mitigation of risk to the College;

5. CHILD SAFETY

Our College is committed to child safety. We have zero tolerance of child abuse. Our robust People and Culture practices are strictly adhered to ensure that all employees understand their obligations with respect to Child Protection and the College's commitment to keeping our children safe.

6. PURPOSE OF POSITION

The primary purpose of the qualified Kinder Assistant is to assist the Kinder Teacher in providing an appropriate education program for the children within their care. He/she needs to attend to the learning needs and pastoral care of each child under his/her supervision. He/she needs to provide a warm, caring and safe environment for children in which all children's physical, emotional, cognitive and language development is nurtured.

7. WORKING RELATIONSHIPS

Reports to: Kinder Director and Kinder Teacher

8. BRIEF SUMMARY OF ACCOUNTABILITIES AND RESPONSIBILITIES

All key responsibilities are based on the National Law and Regulations, the Principles, Practices and outcomes detailed in the EYLF, VEYLDF and FSAC, and the NQF Quality Areas, Standards and Elements. All educators are expected to have a working knowledge of these documents, which should underpin their pedagogy and, together with the Pre-School philosophy, directly reflect their relationships with children, families and co-educators.

ACCOUNTABILITIES AND RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
<p>OUTCOME: 1. PLAN AND IMPLEMENT A QUALITY EDUCATIONAL PROGRAM (NQS Quality Area 1: Educational program and practice)</p> <p>1.1 Assist in the planning, implementation, assessment and review of a high quality and diverse educational program based on appropriate curriculum frameworks and with reference to the NQS, considering the developmental needs, interests and abilities of all the children attending the service.</p> <p>1.2 Actively support every child to participate in the program and assist in ensuring that the program promotes children's agency, choices and influence.</p> <p>1.3 Assist in the documentation of children's learning in accordance with the service philosophy and the learning outcomes (EYLF, VEYLDF and FSAC).</p> <p>1.4 Utilise a variety of teaching strategies including intentional teaching and reflective practice in daily work.</p>	<p>Measurable outcomes</p> <ul style="list-style-type: none">• Delivering of a quality Educational Programme
<p>OUTCOME: 2. PROMOTE THE HEALTH AND SAFETY OF ALL STAFF AND CHILDREN (NQS Quality Area 2: Children's health and safety; Quality Area 3: Physical environment)</p> <p>2.1 Ensure staff and children utilise effective health and hygiene practices, including meeting all regulations relating to food safety and preparation, medical management plans, and risk management plans, policies and procedures.</p> <p>2.2 Ensure that all children have access to nutritious food and fresh drinking water.</p> <p>2.3 Assist in the promotion of health, wellbeing and physical exercise in the service.</p> <p>2.4 Ensure a safe and stimulating physical environment where all staff and children are protected from hazards or harm.</p>	<p>Measurable outcomes</p> <ul style="list-style-type: none">• Ensure Children are safe and supervised at all times. Educators are responsive to the children's additional needs/requirements i.e. cultural, physical, emotional, medical or dietary.• All policies and guidelines relating to the maintenance and cleanliness of the service, and for the personal health and safety of the children and staff are adhered to.
<p>OUTCOME: 3. BUILD POSITIVE RELATIONSHIPS WITH ALL STAKEHOLDERS (NQS Quality Area 4: Staffing arrangements; Quality Area 5: Relationships with children; Quality Area 6: Collaborative partnerships with families and communities)</p>	<p>Measurable outcomes</p>

<p>3.1 Work cooperatively, ethically and respectfully with other educators, and support each other's professional development.</p> <p>3.2 Develop and maintain respectful, supportive, collaborative and responsive relationships with children and their families.</p> <p>3.3 Assist with the supervision of workplace students and volunteers.</p> <p>3.4 Assist with an effective induction and orientation process for new families, children and staff, including workplace students and volunteers.</p>	<ul style="list-style-type: none"> • Positive relationships are developed and maintained with all families. • Positive relationships are developed and maintained with colleagues that are professional, supportive and respectful.
<p>OUTCOME: 4. Ensure all practices are in accordance with the NQS and reflect the philosophy, policies and procedures of the service.</p> <p>4.1 Attend professional development opportunities as appropriate or as directed by the director/coordinator.</p> <p>4.2 Contribute to the continuous improvement of the service through reflective practice and as directed by the Director/Assistant Director/Educational leader.</p> <p>4.3 Assist in the completion of any collection of data, medical or other records required in a timely manner, and in accordance with the service's policies and procedures and the NQS.</p> <p>4.4 An ability to communicate effectively with students, parents and staff. However, the Educators should not speak to parents about developmental or management issues pertaining to their child unless the Teacher or Director is present.</p>	<p>Measurable outcomes</p> <ul style="list-style-type: none"> • All Government Regulations and guidelines, school policies and procedures are adhered to.
<p>9. WORK RELATED REQUIREMENTS / SELECTION CRITERIA</p>	
<p>Essential knowledge:</p> <ul style="list-style-type: none"> • Certificate III in Children's Services or equivalent • Current First Aid training as prescribed in the Education and Care Services National Law Act 2010. • Anaphylaxis and Asthma management training as prescribed Education and Care Services National Law Act 2010. • A working knowledge of appropriate curriculum frameworks and an ability to assist in developing and implementation of a high quality educational program that reflects the nature of the centre, local and wider community, based on the curriculum frameworks • A working knowledge and understanding of the developmental needs of children who attend the Kinder. • A working knowledge of the National Quality Standards, the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011 • Demonstrated experience in the education and care of children aged 3 - 5 	

- Demonstrated experience and ability to establish warm nurturing and responsive relationships with children and to sensitively meet their needs
- Demonstrated ability to work with families, children and educators in a culturally competent manner
- Knowledge of child protection procedures

Skills

- Well-developed interpersonal and communication skills with both children and adults
- The ability to work cooperatively and flexibly within a team environment
- Well-developed organisational skills
- High level of initiative is used in order to anticipate the needs of the teacher and/or students.
- Computer /IT skills to support record keeping and documentation.

Attributes

Living the vision and values:

Keeping the vision and values of Flinders Christian Community College at the forefront of decision-making and action.

10. POSITION DIMENSIONS

NUMBER OF STAFF DIRECTLY REPORTING TO POSITION	Nil
EXTENT OF DELEGATED AUTHORITY	Operates with a high level of autonomy under broad direction
LOCATIONS	Carrum Downs
ALLOWANCES/SPECIAL CONDITIONS	
SPECIALISED EQUIPMENT/SPECIAL LICENCE REQUIREMENTS	Current Working with Children Check Up to date First Aid qualification (Level 2)
OTHER IMPORTANT DIMENSIONS	