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The Assistant at Campus Kindergarten

Introduction*:*

Campus Kindergarten is a Gowrie Inc. affiliated early education centre located in the grounds of the University of Queensland St Lucia that has a reputation for excellence in care and professional teaching. The values-based community focus and professionalism of the staff are hallmarks of the current mission of the centre.

The Assistant role at Campus Kindergarten is a very important and vital one in the success of the centre's program. The Assistant is employed on either a full–time basis and has a major role in supporting the Coordinating Teacher and Group leader running the classroom. The role holder is a member of the teaching team which comprises a Coordinating (4 yr qualified) teacher, an afternoon assistant and Group Leader so teacher-child ratios are extremely good.

The centre uses the teaching philosophy of Reggio Emilia as its underpinning pedagogical approach and combines that with a strong interest in sustainability, the arts and literacy development. An interest in or willingness to learn about and use the Reggio Emilia approach is considered highly desirable.

Campus Kindergarten is very community oriented and places significant emphasis on the role of parents and the teacher-home relationship. The Assistant has a significant role in representing the Centre and the teaching team to the parents at the opening of the close of the day.

The centre is generously staffed and supports the staff with significant in-service and professional development of a high level. Staff may be asked to travel interstate to attend conferences. Such professional development is paid for by the centre. Planning and documentation times are provided during work time to support the roles of all staff.

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ASSISTANT ROLE DESCRIPTION

RESPONSIBLE TO:	**Overall**:	Board of Management and Director
	Classroom:	Coordinating Teacher/Group Leader
TEAM CONTACTS:	The Assistant is a part of a classroom team made up of Coordinating Teacher, Morning or Afternoon Assistants and Group Leader	
EXTERNAL CONTACTS:	Parents, visiting teachers, guardians, community groups and students	

INTRODUCTION:

The role of Assistant is a special one at Campus Kindergarten. The Assistant is a vital support person working closely with either the Coordinating Teacher or Group Leader to ensure a high quality program in the classroom.

The Assistant has a responsibility to ensure that the program maintains the style of pedagogy, behaviour management and care that is the hallmark of the centre. It is vital therefore that the Assistant develops and maintains knowledge and skills in these areas. The Assistant will therefore work under the guidance of the Coordinating Teacher to acquire the appropriate skills and knowledge. The Assistant role relies on the role holder being one who can use initiative and their own creativity and skills as a teacher to support the program rather than being simply a cleaner.

SUMMARY OF DUTIES:

- To maintain the environment and equipment in a safe, hygienic and aesthetically pleasing state
- To work as an effective team member
- To assist the Teacher in the delivery of a high quality, inclusive and educational program which will provide the children with a secure nurturing environment
- To minimize stress in young children when separated from their families
- To promote the centre to the local community
- To have a working knowledge of NQF

Key areas of responsibility in respect to children and the curriculum

- Respect the individuality of each child
- To become familiar with, contribute to, and actively assist in the delivery of the program as planned by the teacher
- To be flexible in following the needs and interests of the children
- To be a good role model
- To assist in the recording of accurate and comprehensive observations of the children involved in their activities
- To provide encouragement and to build self-esteem in each child
- To provide comfort to any distressed child
- To share with the teacher in the evaluation of the program
- To ensure that children are well supervised at all times
- To consult with the teacher of any matters of concern with regards to any child and their family
- To prepare materials and activities as required by the teacher
- To contribute to the philosophy of the centre

Key areas of responsibility in respect to families

- Welcome each child and their family into the centre every day
- Demonstrate empathy to the attitude and feelings of parents leaving their child at the centre
- Develop a good rapport with families through open and regular communication
- Communicate with the families about the child's involvement in activities each day, under the direction of the Coordinating Teacher/Group Leader.
- Actively participate in parent meetings and other centre events where possible.

Key areas of responsibility in respect to team members, students and volunteers

- Develop and maintain an effective teamwork relationships with all team members, students and volunteers
- Maintain direct, open and effective communication channels with all other team members, students and volunteers
- Assist and support students on placement in the centre
- Share all duties involved in the care and education of the children with the teacher
- Actively participate in staff meetings and training opportunities
- Willingly undertake duties as requested by the Coordinating Teacher/Group Leader or Director

Key areas of responsibility in respect to the centre

- Ensure that materials and equipment are kept in a safe and hygienic condition
- Ensure that materials and equipment are maintained in complete sets as much as possible and stored in an appropriate manner
- Participate in daily preparation of the materials and environment
- Notify the Director of any items that are unsafe or require maintenance
- After consultation with the Director, dispose of any unsafe materials
- Notify the Director of any new items or equipment that are required
- Comply with all policies of Campus Kindergarten
- Comply with all state and federal legislative requirements
- Ensure a sound understanding and comply with the Association's philosophy
- Ensure a sound understanding and comply with the ECA Code of Ethics

Key responsibilities in respect to health and safety

- Be familiar with and practice the Fire and Emergency Evacuation Procedures as necessary
- Be familiar with and comply with the centre's Workplace Health & Safety Policy and Plan

Attitudes :

- Must possess an enthusiastic attitude towards the care and education of young children
- Must serve to promote social justice and equity by demonstrating an attitude of acceptance and respect for all children and their families
- Must possess a positive attitude to the inclusion of children with additional needs and those of all cultures
- Must possess empathy for the individual needs and desires of the child and their families
- A demonstrated commitment to continuing professional and personal development.
- Must be prepared to become familiar with the relevant government acts/regulations and the ECA Code of Ethics

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Conditions of Employment:

- Assistants are employed under the Early Childhood Award
- Hours of Duty: 38 hrs per week – Full time
- Normal holidays: December – January - 4 weeks
- Non contact time
- Compliance with Campus Kindergarten Employment Manual conditions and Centre policies

The following are considered highly desirable to attend as part for the centre's direction and community:

- *Attendance at Staff Retreat usually held on 2 Saturdays or full weekend once a year*
- *Attendance at Staff meetings held monthly*
- *Attendance at special functions – e.g. Mini- Fete, Parent-Teacher nights etc*

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Campus Kindergarten is proudly affiliated with Lady Gowrie Community Kindergartens