



Covenant College

Operated by: Geelong Christian Education Association

CASUAL KINDERGARTEN ASSISTANT JOB DESCRIPTION

EMPLOYMENT TYPE:	Casual
REPORTING TO:	Direct: Kindergarten Director Indirect: The Principal
LOCATION:	Covenant College, 105 Creamery Road, Bell Post Hill (Geelong)
AWARD:	Educational Services (Schools) General Staff Award 2020

INTRODUCTION

Covenant College is a co-educational, Kindergarten to Year 12 Christian school operating in Bell Post Hill, Geelong. It is expected that staff will work and act in accordance with the principles and beliefs set out in the College Biblical Basis Statement. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos and Christian practice of the College.

ABOUT COVENANT

VISION

Covenant College strives to be a vibrant Christ-Centred community where parents and teachers serve in partnership to nurture in each child a passion for learning and an uncompromising desire to live according to God's word.

Covenant College seeks to be a leading provider in Christian Education and aims to see the following achieved:

- An integration of Christian faith and character in all student learning
- Excellence in Christian education from a Christian Biblical worldview
- A Christian education community where every person is valued and nurtured in their faith and healthy relationships are promoted
- A culture where the protection of children is embedded and fostered by the whole school community
- Enhanced partnerships between parents, students and staff, strengthening the teaching and learning process
- The provision of high-quality facilities and resources
- The effective stewardship of assets, both human and physical
- Students equipped for service and citizenship as an expression of their Christian faith
- Students achieving personal excellence in academic, social, physical, cultural and spiritual outcomes
- A culture of continued improvement, professional development and pastoral support among staff and the school community
- Effective communication with parents and the wider community.

POSITION PURPOSE

To assist in the implementation of an educational program that supports the College aims and development of children aged from 3 to six years of age in line with the requirements of the National Quality Standards.

To work co-operatively with educators and professionals to provide an environment that nurtures, stimulates and guides each child's development.

TYPICAL DUTIES / KEY RESPONSIBILITIES

- Assist with the program and daily routines, as directed by the Kindergarten Teacher/Director
 - Assist in the provision of a healthy, safe, and welcoming environment for the children and families attending the service
 - Working with individuals and small groups of children, in spontaneous activities and implementing the daily routines as planned by the Kindergarten Teacher/Director
 - Assist with the preparation and cleaning-up of activities under the supervision of Kindergarten Teacher/Director
 - Attend to the physical, social, and emotional needs of the children as required.
 - Maintaining cleanliness and tidiness of the Kindergarten
 - Ensure that any child or group of children in the assistant's care are adequately supervised, and that every reasonable precaution is taken to protect them from any hazard.
 - Assist with record keeping, as instructed
 - Follow appropriate behaviour management guidelines
 - Any other duties as required by the Kindergarten Teacher/Director
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QUALIFICATIONS / EXPERIENCE REQUIRED:

Essential

- Certificate III in Early Childhood Education and Care

Desirable

- Diploma in Childrens Services
 - Current First Aid qualification
 - Previous experience in an Early Childhood setting
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SKILLS / ATTRIBUTES REQUIRED

- Patient, supportive, encouraging, and caring temperament, with confidence to enforce relevant boundaries with students
 - Ability to relate well to children and adults including other professionals/carers/parents
 - Enjoy working collaboratively and happy to work to instructions
 - Ability to work with and assist children with additional learning and social and emotional needs
 - Good written, verbal, and non-verbal communication skills
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KEY REQUIREMENTS:

- Adherence to College policies and procedures
 - A current Working with Children Check
 - A successfully completed Police Check
 - Completion of Child Safety & Mandatory reporting training.
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WORKING ARRANGEMENTS

This is a casual position.

PHYSICAL REQUIREMENTS

Performing tasks in this role require the following physical demands: lifting, carrying, bending, stooping, kneeling, crouching, standing, and sitting

OH&S

All Covenant College employees are responsible for:

- Participating in relevant health and safety training based on roles and responsibilities (Contractors to provide evidence of prior relevant training).
 - Participating in the development and implementation of specific OHS risk management strategies as appropriate.
 - Understanding and complying with all OHS legislation and regulations relevant to their activities at the school or workplace.
 - Taking reasonable care for the health, safety and wellbeing of themselves and others who may be affected by their actions.
 - Cooperating with any directions and procedures required to ensure their own health, safety and wellbeing as well as the health, safety and wellbeing of others.
 - Reporting all injuries, illness or 'near misses' to the Workplace Manager through the CompliSpace
 - Incident Reporting platform.
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CHILD SAFETY

The College has a zero tolerance of child abuse.

This position is responsible for taking all practical measures to ensuring that Covenant College's Child Protection Program is implemented and upheld. This position contributes to a strong child protection culture within the College.

We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

For more information, please refer to the Covenant College website.

** This Job Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties of this position. This job description may change at the discretion of the Principal and is subject to be reviewed annually.*

To apply, please complete our 'Employment Application Form' and submit with the requested documentation listed on the form to hr@covenant.vic.edu.au

Application Forms can be found on our website at:

<https://www.covenant.vic.edu.au/about-us/employment-opportunities>