

Position Description

Position Title: Diploma Qualified Assistant

Reporting to: Room Leader, Early Childhood Teacher, Educational Leader, Assistant Coordinator, Centre Coordinator

Qualifications:

- Minimum Diploma Early Education and Care/Children's Services.
- Current First Aid Certificate (renew at least every three years). Current CPR Certificate.
- Current Child Protection Training (renew every 12-24 months).
- Current Food Safety Training (renew at least every three years).
- Current Working with Children Check (renew every three years).

Responsibilities and Duties.

As a Diploma Qualified Educator, we recognise that your skill set is somewhat broader in comparison to a Cert III Educator. With this in mind the Room Leader will recognise and implement your strengths and higher-level capacity within the room to support the provision of high-quality care. There may be occasions where you will be expected to step up to the position of Room Leader in the absence of the Room Leader.

In relation to children-

- Have a deep understanding of child development and early education and care.
- Respect and provide support and inclusion for all children, regardless of gender, cultural background or socio-economic status.
- Be aware of each child and their health, medical and cultural requirements and needs, in particular medical conditions and allergies.
- In relation to a child's medication requirements, ensure that you have reported to the Centre Coordinator and colleagues for verification and ensure that it can only be administered by a staff member with a current senior first-aid certificate and must be witnessed by another staff member. All relevant record keeping must be maintained.
- Be aware of the children's medication requirements, reporting these to the Room Leader, and witness the administration of medication if required.
- Act as a positive role model, demonstrating appropriate behaviour and language.
- Provide effective supervision for the children, and support colleagues in achieving the same.
- Be a passionate Early Childhood Educator and strive to achieve goals for children and ensure our 'service' philosophy is reflected in daily practice.
- Assist in the collection, recording and evaluation of children's records and observations, as required by Department of Communities and National Quality Standard.
- Communicate with the children in an open manner and ensure that each child's perspective is regarded as unique and special.
- Have a deep understanding of the Early Years Learning Framework and/or Framework for School Age Children and utilise to inspire independent learners.
- Be aware of your responsibilities in regards to Child Protection legislation.

In relation to families-

- Follow Keiki's Professional Code of Conduct (available on SharePoint) to guide all interactions with families.
- Refer families to the Room Leader or Assistant Coordinator/Centre Coordinator if they have a concern or grievance.
- Look for opportunities within the service where a family may become involved e.g. Multi-cultural events, craft activities, fund-raising and parent committees.

- Respect the confidentiality of all information about a child; any concerns should firstly be discussed with the Centre Coordinator.
- Be familiar with all families; greet all families on a friendly and personal basis. This will ensure mutual trust and open communication.
- Assist and support colleagues in completing the Educational Program ensuring that this valuable communication tool is being fully utilised.
- Attend family events held at the service.
- Attend any parent and family meetings as required by the Room Leader or Centre Coordinator.
- Encourage parents and families to participate in service decision-making and experiences.
- Ensure that all information regarding children enrolled at Keiki Early Learning and their families is confidential.

In relation to colleagues

- Follow the directions of the Room Leader, following the room's routine and the service's procedures.
- Assist all staff in meeting the needs, supervision, health and safety of all children.
- With the guidance of the Room Leader, Educational Leader, Assistant Coordinator and Centre Coordinator and other colleagues, promote the highest standard of care for the children in accordance with the National Quality Standard.
- Work as a team, throughout the service. Following the Professional Practice Policy (available on SharePoint)
- Participate in the service's performance appraisals and staff reflection activities.
- Participate in professional development activities.
- Acknowledge and support the worth of the personal, professional, cultural and linguistic diversities that all staff members bring to the service. Aim to tap into this wealth of knowledge and incorporate ideas into your own experiences.
- Be familiar with the Grievance Policy (included in Policy File) and aim to discuss any concerns or incidents to the Centre Coordinator for further support.

In relation to the Educational Program

- When the Room Leader is absent, you will be required to fill this position. The Centre Coordinator and/or Educational Leader will guide you in these instances.
- If required, seek assistance from your Room Leader or Educational Leader, in regards to, programming, observing and documenting.
- Know and implement the Early Years Learning Framework in your program and documentation, including Outcomes, Practices, and Principles.
- Assist the Room Leader with the indoor and outdoor environment promoting commitment to continual improvement to the quality of care and experience each child and family receives.
- Assist in ensuring that your room is organised to support family involvement and represents each child and their needs and interests.
- Assist in ensuring that the program is continually improving.
- Under the guidance of the Room Leader, organise any project materials, interest areas and general preparation for the room.
- Assist the Room Leader to regularly evaluate, monitor and rotate the program so as to provide for an interesting and challenging environment.
- Participate in regular professional development opportunities.

In relation to the service

- Maintain a sound and current understanding of the National Quality Standard.
- Maintain a working knowledge of the Early Years Learning Framework and/or Framework for School Age Children.
- Maintain awareness of current issues in children's services.

- Demonstrate a high level of written and verbal communication skills.
- Develop a working relationship with colleagues to ensure the effective operation of the service.
- Attend staff meetings when required.
- Assist in maintaining the room's routine and procedures in respect of daily checklists, programming and record keeping.
- Ensure that you are ready to start and on time for your rostered shift, that breaks are taken at the correct time for the correct length to aid in consistency throughout the day.
- Encourage and maintain effective communication between yourself, colleagues and families.
- Assist in the completion of the daily, weekly and monthly duties (cleaning, maintenance etc.) to ensure a safe, clean and hygienic environment that is welcoming to all.
- Immediately report all maintenance, O.H&S, and other safety concerns to the Nominated Supervisor for follow-up.
- Follow housekeeping practices, which ensure that equipment is maintained at an optimal level.
- Assist in providing an environment that is safe, fun, interesting and appealing.
- Always maintain confidentiality and adhere to the service's policies and the Code of Ethics (Early Childhood Australia Inc.).
- Gain an understanding of the service's Quality Improvement and self-assessment procedures and participate when requested.
- And any other duties, as specified by the Centre Coordinator, General Manager of Operations and Employment and the Owner.

Key Performance Indicators

(expected work standard)

- Thorough knowledge, understanding and compliance of service Philosophy, Policies and Procedures ensuring they guide your daily practice.
- Thorough knowledge, understanding and compliance of Early Education and Care National Law and Regulations.
- Thorough knowledge, understanding and compliance of the National Quality Standards and National Quality Frameworks.
- Thorough knowledge, understanding and compliance of your obligations under Child Protection Legislation.
- Respond to children in a caring and supportive manner at all times.
- Respond to families in a welcoming and friendly manner at all times.
- Demonstrate and role model appropriate behaviour by working well within your team and treating all colleagues with respect.
- Display a commitment to learning and be proactive in accessing professional learning opportunities.
- Carry out, support and encourage critical reflective thinking by regularly identifying, exploring and documenting your own thoughts, feelings and experience relating to the educational program and everyday practice.
- Participation in the educational program, through documented learning, contributing to the room environment and planning.
- Demonstrate a thorough understanding of child development.
- Ability to step into the Room Leader's position if the Room Leader is not there.

For more information about the Children's Services Award (2010) [CLICK HERE](#). Each service has a copy of the Award available for all employees.