

Position title:	Assistant Educator - Parklands Little Learners
Main purpose of the role:	Assist in the care of children through a quality Christian education that inspires them to flourish, to love God, and to love others as themselves.
Responsible to:	Director of Parklands Little Learners
<p>The Assistant Educators will be required to meet compliance requirements in line with the National Quality Framework, all relevant legislation in line with National Quality Standards. Regulations include, but are not limited to:</p> <ul style="list-style-type: none"> ● Education and Care Services National Regulations ● Workplace Health and Safety Regulations ● Fire and Evacuation Legislation ● Family Assistance Law and delivery of Child Care Benefit. <p>Assistant Educators will be required to:</p> <ul style="list-style-type: none"> ● Welcome each child and their family to the service each day. ● Have strong communication skills with children, families, other educators and the wider college community. ● Establish and maintain positive relationships. ● Commitment to ongoing learning and development. ● Ensure all information and documentation are recorded and passed on to the relevant personnel. ● Adhere to relevant policies and procedures. ● Assist with the service's day-to-day tasks such as assisting children with meals, cleaning and preparing daily activities. ● Assist with ensuring the service's commitment to continuous improvement is upheld. ● Assist in the preparation, implementation, and evaluation of developmentally appropriate programs for individual children and groups. ● Record observations of individual children or groups for program planning purposes. ● Under direction, work with individual children with particular needs. ● Assist in the direction of untrained staff. ● Undertake and implement the requirements of quality assurance. ● Work in accordance with food safety regulations. <p>Program and Practice:</p> <ul style="list-style-type: none"> ● Contribute to developmental programs and communicate accordingly with families. ● Reflect on practises and work towards quality improvement. <p>Demonstrate the Principles and Practices of the EYLF, specifically:</p> <p>Principles</p> <ul style="list-style-type: none"> ● Secure, respectful and reciprocal relationships ● Partnerships ● High expectation and equity ● Respect for diversity ● Ongoing learning and reflective practice <p>Practices</p> <ol style="list-style-type: none"> 1. Holistic approaches 	

2. Responsiveness to children
3. Learning through Play
4. Intentional teaching
5. Learning environments
6. Cultural competence
7. Continuity of learning and transitions
8. Assessment for learning

- Share in-room responsibilities including group times, routines, transitions, toileting and nappy change, sleep, rest, and meal times.
- In collaboration with the lead educator, include children's current knowledge, ideas, culture, abilities and interests as the foundation of the program.
- Respond to children's play ideas and play and use intentional teaching to extend their learning.

Health, Safety and Hygiene

- Ensure children are supervised at all times including during routine times such as nappy change, toileting, sleeping/resting, meal times and both indoor and outdoor play.
- Be actively involved in the children's learning and play.
- Complete all relevant checklists and forms within a timely manner and communicate with the Lead educator or the Director.
- Ensure all children are protected from harm and hazard, set up learning environments safely, including relevant fall zones, and surfacing for climbing equipment.
- Collaborate with the Lead Educator to ensure that incident, medication and other relevant forms are completed within a timely manner.
- Educational Assistants are classified as a mandatory reporter and must provide notification of any child protection matters, in the first instance these are discussed with the Director of Little Learners and ensure that all relevant steps and outcomes are taken upon reporting to relevant authorities.
- You must comply with workplace health and safety requirements.
- It is imperative that you understand that manual handling is an integral part of the role. Please refer to the WH&S policy with regards to assessing risk. You will be expected to perform manual tasks, including, but not limited to; lifting children and other equipment using recognised safe lifting techniques, bending, twisting and getting down to the child's level. Sweeping, mopping, vacuuming and other cleaning tasks, gardening, extended periods of standing or sitting. Respond to the needs of each child throughout the day and in emergency situations.
- You are required to ensure that environments are maintained in a clean and hygienic way and that trip/slip hazards are attended to immediately and reported as necessary.
- Have due regard for the health and safety of children, families, educators, visitors and yourself.
- Take due and adequate care of equipment and materials and follow the guide for the care, storage and maintenance of equipment.
- Participate in evacuation and lock down drills seriously and communicate any identified improvements.

- Meet each child's individual need for rest, sleep, toileting and meals, even when these are outside of routine times.
- Promote and role model healthy eating with children.
- Ensure children are provided with access to clean, hygienic drinking water throughout the day.
- Follow safe sleeping practices at all times.
- Participate in risk assessments and follow control measures identified in these documents.
- Respond to, and administer first aid or medication as prescribed and record and notify management and parents when an incident occurs.

Corporate Sustainability:

- Set up environments so that they are safe, interesting and appealing to children.
- Maintain equipment, buildings and all surfaces in a clean and hygienic manner at all times.
- Report damaged equipment, building or facilities immediately to the nominated supervisor and record on the damaged equipment log.
- Foster an interest in caring for the environment with children and support them in, exploring, watering, weeding and planting.
- Assist in maintaining gardens, plants and other living element at the service.
- Assist in ensuring environments are inviting, uncluttered and show a high level of pride at all times.
- Support and encourage children to contribute to the service's sustainable practices including, but not limited to water and energy conservation, recycling programs, use of reused, reclaimed items and limiting unnecessary wastage.
- Ensure environments are inclusive and suitable for the ages and stages of children in care.
- Promote physical activity and participate in games and activities that develop gross motor development and fitness in young children.

Working in a Team Environment:

- Be aware of the ratios and qualification requirements needed at all times.
- Monitor child and educator numbers and communicate with your Lead Educators and/or Director in relation to staffing requirements.
- Follow the Early Childhood Australia Code of Ethics 2016 and be committed to your own professional ethics and support those around you to do so as well. Report any unprofessional behaviour that does not align with these ethics for the protection and rights of children attending the service.

- Be aware of and follow service policies and procedures and fully complete any service forms to meet regulatory requirements.
- Contribute to the service Quality Improvement Plan, Philosophy and Policy reviews
- Maintain records on each child and the program as per regulations and quality standards. These include, but are not limited to, developmental records, records on health-related issues, allergies and cultural or religious beliefs. Please note all intellectual property remains the property of the Centre and/or College.
- Handle any complaints in accordance with the College's Dispute Resolution Procedures - advice Lead Educator and Director.
- Actively promote and maintain a positive image for Parklands Little Learners.
- **Any educator that is studying for the Position that they are working in must complete 1 module every 6-8 weeks, to be meeting the "actively working towards" definition. You must communicate any barriers or temporary changes to this with the Director. By mutual agreement a modification may be made in unforeseen circumstances.**

Qualifications:

- Relevant Cert III Qualification (Approved by ACECQA) or be actively working towards this qualification as per the definition in Regulation 10 of the Education and Care Services Regulation.
- Current First Aid Certificate
- Current CPR Certificate
- Current Anaphylaxis Training
- Current Emergency Asthma Management Training
- Commitment to maintaining current knowledge and attend additional training as necessary
- Current Working with children check as required under legislation

Key result areas:

In partnership with colleagues and through the support of the College, the teacher is required to:

1. (*Mission/Ethos*) Have an understanding of, commitment to, and support for the values and beliefs of Parklands Christian College and the mission of the body of Christ.
2. (*Professional Practice*) Demonstrate, develop and maintain both effective practices in learning and teaching and positive relationships with students and colleagues.
3. (*Professional Engagement*) Foster and develop appropriate professional relationships with parents, carers and the wider school community.
4. (*Professional Learning*) Commit to maintaining currency of professional knowledge and skills, and participate in the school renewal processes.

Statement of responsibility:

The work of a Parklands Staff Member will be consistent with the College's mission statement; CLEAR values and pedagogy; Code of Conduct for employees; and published policies, procedures and practices.

A Parklands Staff Member uses appropriate knowledge and skills to ensure that students receive a quality education consistent with the Christian faith, achieved through effective planning, organisation and review.

Scope of the position:

Mission/Ethos

A Parklands Staff Member has an understanding of and commits to supporting the mission and ethos of Christian education within the school by:

- Actively supporting the faith life of the school

- Ensuring that the teachings, values and practices of the Christian faith form a foundation for learning, teaching and caring for others
- Establishing positive relationships including engagement in the pastoral care of students and supporting their spiritual and moral development.

Professional Practice

A Parklands Staff Member demonstrates effective pedagogical practices and supports the development and maintenance of positive relationships with students and colleagues by:

- Creating a nurturing and ordered learning environment which is learner centred, supportive, cooperative and aligned with relevant curriculum policies, documents and practices.
- Collaboratively developing and implementing quality curriculum programs and appropriate pedagogy; evaluating their effectiveness; assessing and reporting student progress and learning outcomes; and reporting these to students, parents and the community.
- Implementing effective, adaptive, inclusive and equitable practices and teaching strategies.
- Proactively and collaboratively engaging in professional renewal practices to enhance student outcomes.
- Working collaboratively with the leadership team, teachers and other staff members in contributing to the professional life of the school
- Providing effective supervision of students and contribute to the health and safety of the workplace.

Professional Engagement

A Parklands Staff Member fosters and develops appropriate professional relationships with parents, carers and the wider school community by:

- Valuing and supporting the distinctive role of parents and carers as partners in the learning and teaching process.
- Encouraging and supporting the involvement of the school and students in the life of the church.
- Engaging the wider community, where appropriate, in learning and teaching programs
- Supporting, as appropriate, the involvement of the school in special events and celebrations.

Professional Learning

A Parklands Staff Member commits to maintaining currency of professional knowledge and skills and participating in the school renewal processes by:

- Evaluating learning and teaching practices using appropriate pedagogical frameworks
- Maintaining and demonstrating knowledge of relevant contemporary pedagogy
- Maintaining a high level of academic knowledge relevant to their teaching areas
- Regularly engaging in collaborative processes through which they share knowledge of key learning areas, subjects and pedagogical approaches with colleagues.

Professional Responsibilities - Annual Checklist

The annual checklist below is a list of professional responsibilities for every Team Member. This list is not exhaustive, and should prove useful as a guide for professional practice, and for reflection.

1. Reflective Practices for Improvement

- Regular check-ins with Team leader

Professional Conversations

- Half Yearly Conversations
- Annual Self Review

Professional Development

- 10 hours CPD per annum
- Staff Meetings
- Master Classes (optional)

2. Special Events & Community

- Fete (optional)
- Carols (optional)
- Awards Evenings (optional)
- Devotions
- Other