



CHILDCARE ASSISTANT

Position Description

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| POSITION: | CHILDCARE ASSISTANT |
| RESPONSIBLE TO: | Principal and CEO |
| REPORTS TO: | Director of Early Learning |

About Sheldon College

Committed to its basic philosophy of **Love, Laughter and Learning**, Sheldon College caters for children from 15 months of age through to Year 12. The College campus is located on 56 acres in a semi-rural setting on Taylor Road in Sheldon. The College was established in 1997 and is committed to providing a quality education for all students in a safe, secure learning environment which is characterised by high standards for both staff and students in the areas of dress and appearance, behaviour and individual scholarship and work habits. Sheldon College is a highly regarded educational institution which aspires in every respect to be an exemplary institution, a College renowned for its excellence in academic, sporting and cultural pursuits.

Purpose of Position

To, under the direction of the Group Leader, assist in implementing a care program that provides for the individual needs of the whole child for whom they share a responsibility in a whole group setting.

These responsibilities apply to any relief worker fulfilling the role of Care Room Assistant and the Assistant Lunchtime Relief worker.

Duties and Responsibilities

Educational Program and Practice

- To support the implementation of the program that reflects the Centre's philosophy and goals, as per the direct request of the Group Leader;
- Support the needs, interests and abilities of each child as per the programming prepared by the Group Leader;
- Work collaboratively with other staff to plan and implement experiences;
- Provide feedback to enable the program to be evaluated;
- Prepare and design resources at the request of the Group Leader to support a program that is derived from child-initiated play experiences;
- Actively participate in children's play to extend it toward the Centre's set of clearly defined goals;
- Be aware of each child's development and support the Group Leader in helping the children so they: -
 - have a strong sense of identity
 - are connected with and contribute to their world
 - have a strong sense of wellbeing
 - are confident and involved learners
 - are effective communicators

Children's Health and Safety

- Assist the Group Leader in ensuring a safe environment for children and adults;
- Take responsibility for the cleaning and disinfecting of equipment and resources used in the indoor and outdoor environments;
- Adhere to directed Workplace Health and Safety procedures and report any issues of concern to the Team Leader;



- Refer any reported or suspected child protection issues to the Group Leader who will then report it to the Team Leader;
- Cater for the individual health requirements of each child;
- Implement effective food handling and hygiene practices;
- Report any occurrences of infectious conditions and support any subsequent management plans;
- Promote balanced and healthy eating.

Design and Location of the Premises

- All Childcare Assistants will work towards ensuring the premises are kept in an orderly and safe manner and will report any breakages or wear and tear to the Group Leader.

Staffing Arrangements

- Communicate effectively with other staff and display professionalism, teamwork and mutual respect, acknowledging the Group Leader's workplace responsibility to be the primary decision maker;
- Follow the directions given to you by the Group Leader and Team Leader in order to contribute to the daily running of your room and the centre.

Relationships with Children

- To assist in creating a responsive and inclusive atmosphere for all children enrolled in the Care Room;
- Interact with all children in a warm and friendly manner and play a major role in supporting children through any separation anxiety;
- Follow the Group Leader's lead in guiding each child's behaviour in a positive way;
- Foster self-esteem and confidence of each child;
- Respect the diversity of each child's background and abilities so, under the guidance of the Group Leader, to accommodate the individual needs of each child;
- Treat all children equitably.

Collaborative Partnerships with Families and Communities

- Be responsive to the interests of families and encourage their participation in the Centre's activities;
- Utilise Community Links in programming experiences for the children in their care;
- Respond to the needs of the immediate (Centre-based), general (Sheldon College) and wider (external) communities as relevant to the children;

Leadership and Service Management

- Adhere to the Policies, Procedures and Philosophy of the Centre;
- Adhere to the Sheldon College Code of Conduct and actively promote its Core values;
- Act within State Government Legislation and regulations as relates specifically to Child Care Centres and any adult whose work it is to primarily care for children or young people;
- Participate in NCAC Accreditation process and strive to uphold its recommendations at all times;
- Be aware of programming documentation so as to be able to discuss this with interested parties;
- Undertake professional development, participate in monthly staff meetings and share professional knowledge with others;
- Be responsive to parents needs but refer any enquiries or concerns on to the Group Leader or the Team Leader;
- And any other duties at the direct request of the Team Leader or the Director of Early Learning on behalf of the Principal of Sheldon College.