



Sheldon College Position Description



Childcare Assistant

Department: Early Learning
Responsible to: Principal/CEO

Welcome to Sheldon College

Sheldon College is an independent, co-educational, non-denominational College situated in Redland City, catering for students from 15 months of age through to Year 12. Our Mission is "to provide a quality educational experience in an environment that encourages and enables our students to succeed in a constantly changing world".

We provide a first-class curriculum in the academic, sporting and cultural arenas with access to state-of-the-art classrooms, laboratories, resource centres and studios, as well as cultural, performing arts and sporting facilities. This ensures we deliver on our commitment to provide outstanding education in a safe, secure learning environment, underpinned by our philosophy of Love, Laughter and Learning.

Position Overview

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.

Your Responsibilities

- 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 reflected upon;
- 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;
- Assist the Group Leader in ensuring a safe environment for children and adults;
- Adhere to directed Workplace Health and Safety procedures and report any issues of concern to the Team Leader;





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- 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;
- 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.
- To assist in creating a responsive and inclusive atmosphere for all children enrolled in the Care Room;
- 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;
- 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;
- 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 National quality standard assessment and rating 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.

Position Requirements

- Diploma of Early Childhood Education and Care (or equivalent), or:
- Certificate III in Early Childhood Education and Care (or equivalent);
- Current Emergency First Aid Response in an Education and Care Setting certificate;
- Current ACECQA approved Anaphylaxis and Emergency Asthma Management Training;
- Valid Working with Children Check clearance;
- Accredited Child Protection Training

