

Position Description

<i>Position:</i>	Teacher Assistant - ELC
<i>Reporting to:</i>	Director, Early Learning Centre
<i>Type of Position:</i>	Part-time
<i>Position Hours:</i>	21 hours per week (0.55 FTE) – 8:30 am to 4:00 pm (days TBA)
<i>Date:</i>	July 2018

Summary:

Bayside Christian College is a co-educational, ELC to Year 12 Christian College.

Duties of the ELC Teacher Assistant are to assist the ELC Director/Teacher with the set up and delivery of the 3 and 4 Year-old Kinder Programs.

Key Responsibilities and Tasks:

- Supervision of children
- Assisting with program planning, preparation and delivery
- Logging maintenance needs, preparation and clean-up of all materials associated with the delivery of the program
- Communication with parents
- Attendance at and participation in professional development (PD), ELC team meetings, staff work days, open days and other special events associated with the College
- Other duties as requested by the Director or the College from time to time

General requirements:

- Be familiar with the Staff Handbook, and comply with its contents
- Implement College and ELC policies and practices
- Seek approval from the ELC Director should you be required to be away from the premises
- A current Working With Children Check and Supervisor Certificate are required
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children.

Person Specifications:

- Good understanding of and commitment to the mission and philosophy of the College and ELC
- A familiarity with the Reggio Emilia philosophy and a working knowledge of Early Years Learning Frameworks
- Strong interpersonal skills, including a sensitive and caring manner and the ability to build rapport with children, students, staff and parents
- Good organizational ability
- Strong digital literacy
- A high standard of personal presentation and integrity
- Able to show initiative and to use common sense.

Required Qualifications/Training:

- Diploma of Early Childhood Education & Care (or older Children's Services qualification)
- A minimum of five years' experience working in a similar role in an ELC or kindergarten setting
- Child Protection Training
- Level II First Aid training
- Anaphylaxis Training
- Asthma Training

It is a requirement of this position that the College's Child Protection Policy and Child Safety Code of Conduct are adhered to at all times. All staff and volunteers will need to demonstrate that they are familiar with the contents of College's Child Protection Policy and Child Safety Code of Conduct.

This Job Description may change at the discretion of the Principal and it is subject to annual review.