

## Position Description

<i>Position:</i>	<b>Teacher Assistant - ELC</b>
<i>Reporting to:</i>	Early Learning Centre Director
<i>Type of Position:</i>	Casual
<i>Review Date:</i>	November 2021

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### **Summary:**

Bayside Christian College is a coeducational, ELC to Year 12 Christian College.

Bayside Christian College “exists to help parents equip their children for effective, God-glorifying lives as Christians in the world” (Constitution p. 8). It is therefore an inherent requirement of this non-teaching role that the holder is a committed Christian as demonstrated by consistent active and faithful attendance and service with a local Christian church. As the ELC Teacher Assistant frequently interacts with students, parents and staff during the course of employment, the role entails the direct modelling of the Christian faith, in word and deed, in our Christian learning community through such practices of faith as:

- Praying for the welfare of the College community, its students, parents and staff
- Participation in staff devotions, including leading such devotions from time-to-time
- Demonstrating the Lordship of Christ over all creation including education and work
- Respecting students, parents and staff as fellow image bearers of God and co-workers in His ongoing Kingdom purposes of restoring and redeeming His creation
- Where appropriate, supporting teachers in classes with the delivery of the teaching and learning process, consistent with Bayside’s Christian worldview perspective.

### **Position Overview:**

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 kindergarten programs.

### **Position Responsibilities:**

- Supervision of kindergarten children in a positive and proactive manner
- Assisting with program preparation and delivery
- Preparation and clean-up of all materials associated with the delivery of the program

- Communication with parents
- Other duties as requested by the Director or the College from time to time.

**Person Specification:**

- A sound understanding of and commitment to the Christian mission and philosophy of the College and ELC
- 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 organisational ability and capacity to work as part of a team
- Strong digital literacy
- A high standard of personal presentation and integrity
- Able to show initiative and to use common sense
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children.

**Required Qualifications/Training:**

- Diploma of Early Childhood Education and Care (or equivalent)\*
- Child Protection training
- Level II First Aid training
- Anaphylaxis training
- Asthma training
- Current Employee Working with Children Check and Supervisor Certificate.

\*Successful completion of 30% course credit towards a Bachelor of Early Childhood Education meets this requirement.

*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 the College's Child Protection Policy and Child Safety Code of Conduct.*

*This Position Description may change at the discretion of the Principal; it is subject to annual review.*