

Position Description

<i>Position:</i>	Casual Teacher Assistant - ELC
<i>Reporting to:</i>	Director, Early Learning Centre
<i>Type of Position:</i>	Casual Relief Position (as required)
<i>Date:</i>	May 2021

Summary:

Bayside Christian College is a coeducational, 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 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.

General requirements:

- Be familiar with the Staff Handbook, and comply with its contents
- Implement College and ELC policies and practices
- 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:

- A good understanding of and commitment to the 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
- A willingness to work as a member of a team
- 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 and Care (or similar)*
- Child Protection Training
- Level II First Aid training
- Anaphylaxis Training
- Asthma Training

*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.