

Position Description

<i>Position:</i>	Teacher Assistant - ELC (Lunchtime)
<i>Reporting to:</i>	Early Learning Centre Director
<i>Type of Position:</i>	Part-time
<i>Position Hours:</i>	12 hours per week (0.316 FTE) during school terms
<i>Date:</i>	July 2021

Summary:

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

Duties of the ELC Lunchtime Teacher Assistant are to assist the ELC Director/Teacher with delivery of the 3 year-old and 4 year-old kindergarten programs, primarily in a relief capacity during staff lunch breaks.

Key Responsibilities and Tasks:

- Provide lunchtime relief to the ELC Director/Teacher and ELC Teacher Assistant from 12-2pm Monday-Thursday (for the 4 year-old kinder group)
- Provide lunchtime relief and general assistance to the ELC Director/Teacher and ELC Teacher Assistant from 12-3:30pm Fridays (for the 3 year-old kinder group)
- Supervision of kindergarten children in a positive and proactive manner
- Assisting with program preparation and delivery
- Logging maintenance needs, preparation and clean-up of materials and equipment associated with the delivery of the program
- Document the details of incidents and accidents as necessary
- 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 ELC 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 Specification:

- 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 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.

Required Qualifications/Training:

- Diploma of Early Childhood Education and Care (or equivalent)
- 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 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.