



Peninsula Grammar School

Date:
19/07/21

Position Description

Position Title	Kindergarten Assistant
Reports to (Position)	Head of Junior School
Location	Melbourne, Australia
Employment Status	Part-time (4 days/week, 0.655FTE, Term Time Only)

Components of this Position Description	
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This Position Description is a summary of the core responsibilities and expectations of a Kindergarten Assistant. The incumbent may be directed to perform other functions to support the organisation to achieve its objectives.

1. Organisational Profile

Peninsula Grammar School (PGS) is a coeducational school of excellence, which fosters the full and balanced development of each child. In caring for students and their learning, we encourage them to take up life's challenges both at the School and beyond. The School values a spiritual and moral view of life that prizes the highest standards of personal character with a Christian ethic of service and concern for others.

The Principal is the Chief Executive Officer of the School. The Principal leads the School Senior Leadership Team, the members of which play a significant role in developing, implementing and evaluating School policy. Ultimately the responsibility for the leadership and management of the School rests with the Principal.

All employees of Peninsula Grammar have a responsibility to:

- Reflect and nurture the aims and philosophy of the School in the course of their work
- Through the example displayed in their approach to their work, energise fellow staff, students and parent by fostering quality relationships and community development
- Provide effective role modelling through the use of appropriate conflict resolution and negotiation skills
- Maintain strict confidentiality and support for the School
- Maintain professional competence and current knowledge in educational trends
- Maintain a client-centred approach to all aspects of their work.

Employees are appointed by and act under the direction of the Principal, through the School Leadership Team. The appointee to this position will be required to participate in a regular performance review in accordance with the School Professional Review and Development Program.

PGS is committed to promoting diversity and inclusion at the workplace and expects employees to consistently demonstrate its values through the quality of their work performance and conduct.



2. Position Objective

The Kindergarten Assistant will support the Kindergarten Teacher in the provision of a stimulating and developmentally appropriate program within a safe and welcoming environment.

3. Key Stakeholders

Internal

- Principal
- Deputy Principal
- Head and Deputy Heads of Junior School
- Teachers and Staff
- Business Manager
- Students

External

- Parents and Families
- Members of the School Community
- Contractors and Visitors

4. Core Responsibilities and Accountabilities

The Kindergarten Assistant will work co-operatively under the direction of the Head of Junior School to provide a supportive, well organised learning environment in which students are encouraged to achieve to their fullest potential.

Key Responsibilities

- Assists in the teaching program as required by the Kindergarten Teacher
- Prepare snacks, set up equipment, clean and perform other duties as required by the Kindergarten Teacher
- Assists in the provision of a safe working environment for Kindergarten age children.

Workplace Health & Safety

- Adhere to all health and safety regulations
- Report any equipment or incident that is hazardous or has the potential to affect the health and safety of the Peninsula Grammar workplace and its people.

Child Safety

- Ensure adherence to all student safety standards and mandatory reporting requirements
- Attend training to maintain compliance with all child safety legislation, standards and regulations
- Complete all mandatory training in a timely manner
- Escalate and report all matters related to student safety immediately
- Understand and work diligently to deliver student duty of care accountabilities.



5. Key Capabilities and Competencies

The incumbent is expected to have established knowledge, skills and competencies to be effective in this role:

- Sound communication skills – written and verbal
- Excellent interpersonal and customer service skills
- Exceptional ability to relate to children
- Ability to work harmoniously with other team members
- Genuine interest in learning and working with children and families
- Effective organisational skills to deliver on outcomes and tasks within the required timeframe
- Exercise strict confidentiality and discretion
- Work effectively in a demanding and changing work environment
- Contribute to a culture of continuous improvement and operational excellence for 'One School', through the positive embracing and implementation of change
- Satisfactory level of health and fitness to competently undertake the inherent requirements of the job

6. Qualifications, Registrations and Experience

Qualifications & Registrations

- High school education (VCE or VCAL equivalent)
- Diploma or Certificate 3 qualification in Children's Services
- A sound working knowledge of the Education and Care Services National Law Act and regulations, the National Quality Standards and the Victorian Early Years Learning & Development Framework
- Current Working with Children Check
- Current First Aid – HLTAID003

Experience

- Minimum 3 years' experience in a similar role
- Work experience in the education sector
- Confident in working autonomously and with diverse teams to produce consistently positive and productive outcomes
- Ability to multi-task and manage time effectively to deliver on priorities

7. Attributes

The following attributes will be relevant to support the incumbent in performing this role:

- Friendly and courteous manner
- High level of positive initiative
- Team-driven ('One School')
- Clear sense of personal accountability
- Strong work ethic
- Honest, trustworthy and respectful
- Display empathy, commitment and resilience



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- Reliability and punctuality
- Embracing of change and improvement
- Genuine interest in the School, students and families in the School Community

8. Additional Information and Special Conditions

- As a member of the School staff, the incumbent is committed to the Aims and Philosophy of the School
- In all matters concerning employment, this position is ultimately responsible to the Principal. However, for practical purposes, these functions are delegated to the Business Manager. In its day-to-day duties, the role will be responsive to the needs of the School
- Work attendance outside of ordinary school hours is required where directed to support events, functions and programs.

• Core Demands

PHYSICAL DEMAND	RARELY <15%	OCCASIONALLY 15-30%	REGULARLY 30-85%	FREQUENTLY >85%
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Standing	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Running	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Exposure to noise	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Climbing (steps / stairs)	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Working from heights (>2metres)	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual handling (>5kgs)				
Lifting	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Carrying	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Pushing	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>