



PENINSULA

GRAMMAR

POSITION DESCRIPTION

Kindergarten Assistant

Peninsula Grammar Background

Peninsula Grammar 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. Peninsula Grammar has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse.

The School is a leader in the field of Positive Education which is best described as traditional education plus approaches that nurture wellbeing and promote mental health. Underpinned by the science of positive psychology, the School's wellbeing program encourages students to focus on the good things happening in their lives and by so doing, aims to increase their levels of resilience and optimism.

The Principal is the Chief Executive Officer of the School. The Principal leads the School Senior Leadership Group, 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.

The Senior Leadership Group consists of the Principal, the Deputy Principal – Student Wellbeing, the Deputy Principal – Learning & Development, the Business Manager, the Human Resources Manager, the Heads of Senior Years, Middle Years, Junior Years, the Head of Wellbeing, the Director of Positive Education, the Director of Learning Technologies and Innovation and the Director of International Operations.

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 parents by fostering quality relationships and community development.
- Provide effective role modelling through the use of appropriate conflict resolution and negotiation skills.
- Maintain 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 Senior Leadership Group. The appointee to this position will be required to undergo an annual performance review in accordance with the School Professional Review and Development Program.



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Role Summary

As a member of the School staff the Kindergarten Assistant is committed to the Aims and Philosophy of the School and reports directly to the Head of Junior Years. The Kindergarten Assistant will keep the Kindergarten Teacher and the Head of Junior Years appropriately informed about matters within the roles and responsibilities of the position.

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

In all matters concerning your employment, you will be ultimately *responsible* to the Principal. However for practical purposes, these functions are delegated to the Business Manager. In your day-to-day duties, you will be *responsive* to the needs of the Kindergarten Teacher and the Head of Junior Years.

The Kindergarten Assistant will liaise with:

- Staff
- Parents
- Visitors

General Description of Responsibilities

Duties

- Assists in the teaching program as required by the Kindergarten Teacher
- Assists in the provision of a safe working environment for school age children
- Prepares snacks, sets up equipment, cleans and performs other such duties as required by the Kindergarten Teacher.
- Assists with the School's compliance with the Work Place Health and Safety policy and other School policies as required.
- Such other duties as may be required from time to time

Comply with School Board and Occupational Health and Safety policies and procedures by:

- Following School Board policies as required
- Following safe working procedures developed for the School
- Ensure all health and safety regulations are adhered to
- Report any equipment or situation that is hazardous or has the potential to affect the health and safety of the Peninsula Grammar workplace
- Complying with purchasing guidelines for health and safety when ordering plant, equipment and chemicals

Comply with Child Safety Standards by:

- Ensuring all student safety standards and mandatory reporting requirements are adhered to
- Attending all training and maintaining compliance with all child safety legislation, standards and regulations
- Completing all mandatory training in timely manner



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- Escalating and reporting all matters related to student safety immediately

Qualifications and Relevant Experience

- Possess Diploma or Certificate 3 qualification in Children's Services
- Have a sound working knowledge of the Education and Care Services National Law Act and Regulations, The National Quality Standards, Child Safe Standards and the Victoria Early Years Learning and Development Framework
- Be experienced in working in a team environment
- Have the ability to quickly establish effective working relationships with students, parents and staff
- Hold current First Aid Certificate with CPR, Anaphylaxis and Asthma Training.
- Current Working with Children Check

The School reserves the right to alter roles and responsibilities to suit the leadership and management requirements at any point in time.

Professional Review

This Position Description is intended as a framework for professional review.

Conditions of Work

This position is part time and term-time only. Hours may vary from time to time according to the needs and special requirements of the Kindergarten. Wherever possible, notice will be given in the event of extra hours being required.