ORGANISATIONAL CONTEXT
Kinders Together Association Inc. (KTAI) is a not-for-profit organisation which is dedicated to the provision of high quality early years education. Kinders Together holds legal responsibility as the approved provider for our member centres; therefore, we provide management and administrative support to educators and parent committees. We are partially funded by the Department of Education and Early Childhood Development in our role as Kindergarten Cluster Manager.

Our mission is to ensure all children at Kinders Together member kindergartens receive a high quality early years education in a nurturing and supportive environment. Our vision is to provide excellence in education for young children by following our visionary principles. These principles include quality education, community, accessibility, accountability and sustainability. We advocate for our educators and place strong value in our communities. We promote the unique identity and educational programs of each of our member centres.

KTAI is managed by a Board of Management consisting of kindergarten, council and education representatives, and community members. The Board employs a range of skilled management and program employees to ensure that Kinders Together meets its mission.

ORGANISATIONAL RELATIONSHIP
The assistant is primarily responsible for the effective provision of an early childhood educational program, and is employed by the Kinders Together Board of Management. The assistant reports to the Executive Officer. The assistant will be supported by KTAI management employees, including support from the Program Support Coordinator and the Inclusion Support Officer.

THE ROLE OF THE ASSISTANT
The role of all early childhood educators is primarily to support the children and families within the centre. Working in collaboration with the teacher or coordinator, the assistant is actively involved in the provision of the child focused program within an environment that is conducive to children’s development and wellbeing, whilst responding to their individual needs. The individual needs, safety and wellbeing of the children remain the first priority of Kinders Together educators.

All educators implement high quality practices that are reflective of an approved learning framework for preschool aged children. Educators also work within the guidelines of the National Quality Framework to achieve high standards. Assistants work collaboratively with the teacher or coordinator to develop educational programs for children which reflect current research and best practice models in early childhood. Educators work together in the successful implementation of engaging, stimulating and supportive educational programs for young children.

Each centre facilitates a collaborative approach encouraging the children themselves, their families and the wider community to contribute to, and be involved in the children’s learning environment.

All Kinders Together employees adhere to the Kinders Together Code of Conduct and educators ensure the centre’s philosophy and practices reflect our purpose, mission and vision.
VISIONARY PRINCIPLES

QUALITY EDUCATION
- Early childhood educators are valued, respected and supported
- Educators are supported to access ongoing quality professional learning opportunities
- Our kindergartens are safe environments, resourced with quality educational equipment and resources
- Children are respected as individuals who are entitled to enjoy meaningful and enriching learning

COMMUNITY
- Community is reflected in each kindergarten’s unique identity, educational philosophy and educational program
- Families are respected and valued as children’s first educators
- Communities collaborate with educators in the teaching of young children

ACCESSIBILITY
- Each eligible child has access to a quality, funded kindergarten education
- Educational programs are designed with community consultation to enhance access for children
- Diversity among children, families and staff is embraced and celebrated

ACCOUNTABILITY
- Dynamic and visionary leadership positions Kinders Together to meet future challenges
- Office staff are supported to access ongoing professional learning to enhance robust management practices
- Conflict is addressed constructively, with fairness and confidentiality
- We advocate for the rights of young children, their families and their educators

SUSTAINABILITY
- Professional management of kindergartens ensures financial viability of the not-for-profit organisation
- Being the early childhood employer of choice in the region sustains program viability
- Environmental awareness is prevalent in our kindergartens and offices
KEY RESPONSIBILITIES AND DUTIES

General
Operate in a professional manner at all times, meeting the requirements of the:
- DEECD Kindergarten Guide 2013
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Policies and Procedures of Kinders Together

- Inform Kinders Together Management if concerned that the Education and Care Services National Act or Regulations are not being met
- Undertake all responsibilities associated with being a certified supervisor in accordance with the Education and Care Services National Law Act and Regulations
- Ensure open communication in relation to information and issues pertaining to the centre
- Act professionally towards resolution of any conflict that may arise, following the guidelines of Kinders Together policies and procedures
- Attend special events or meetings pertaining to the children’s program, within program time
- Participate in professional learning opportunities
- Promote the safety and wellbeing of all individuals present at the centre
- Actively implement and encourage positive health and safety practices within the centre at all times and address any unsafe practices appropriately
- Actively implement educational programs based on an approved learning framework for preschool age children
- Understand the National Quality Framework and work with the staffing team in the centre’s self-assessment and quality improvement processes
- Maintain confidentiality on all issues relating to the children, families and staff
- Understand and implement Kinders Together policies and procedures along with the centre philosophy
- Follow the Kinders Together Code of Conduct
- Maintain knowledge of current children’s services issues, theories and practices
- Be aware and respectful of the Australian Early Childhood Association Code of Ethics
- Ensure appropriate communication with co-workers and Kinders Together to support families and children
- Be aware and mindful of our environmental impact and aim to be more sustainable

To Children
- Actively contribute to the implementation of a stimulating educational program for children which provides for individuals and the whole group. Information regarding the program is to be displayed for families; and evaluated regularly to ensure it is reflective of children’s current needs and interests
- Under the guidance of the teacher or coordinator, intentionally teach children concepts and skills relevant to the children’s lives, interests and needs
- Facilitate each individual child’s involvement in program experiences whilst allowing for child initiated play
- Contribute to developmental records for each individual child, both written and verbal, under the guidance of the teacher or coordinator
- Work with other specialist professionals to implement any recommendations/strategies for individual children as appropriate
- Ensure the provision of a healthy, safe and welcoming environment for children
- Assist with the preparation, cleaning and packing away of learning experiences
- Respectfully attend to the individual needs of children
- Use positive behaviour and guidance strategies to encourage positive behavioural practices
- Ensure all children are adequately supervised at all times and take every reasonable precaution to protect them from any harm
To Parents and Families

- Foster effective, open communication in order to establish and maintain positive relationships with families
- Understand and respect families backgrounds and child rearing practices, incorporating individual practices where possible
- In collaboration with the teacher or coordinator, share information with families about their child’s participation within the program/group, their personal development, progress and learning
- Respectfully refer families to consult with the teacher or coordinator regarding any issues relating to their child (e.g. development, behaviour)
- Actively encourage family participation and input into the program and within the centre
- Assist the teacher or coordinator to develop and distribute regular information to families; which is related to the educational program, child development, the operation of the centre and any other relevant information for families
- Ensure all children’s confidential enrolment forms are updated as necessary and maintained in a lockable filing cabinet at the centre; and are not removed from the premises for any reason

To the Staff Team

- Work cooperatively and professionally as a member of a team. Staff members work as part of a cooperative team within their own kindergarten environment and as a member of the KTAI staffing network
- Facilitate effective, positive communication with other staff within the centre
- Be respectful of guidance provided by the teacher or coordinator
- Undertake non-teaching tasks in consultation with the teacher or coordinator (as per employment award)
- Attend and actively participate in regular centre staff meetings
- Share with other staff the tasks of preparation, packing away, hygiene and safety related to the program and the centre
- Professionally address any staffing concerns with reference to KTAI policies and procedures; referring any ongoing concerns to the Executive Officer

To KTAI Management

- Work in a cooperative manner with Kinders Together Management ensuring open communication on all issues pertaining to employment, management, finances, the program and compliance requirements of the centre
- Participate in an annual review of staff’s own performance and professional development
- Attend regular cluster staff meetings and network meetings (usually one each per term)
- Attend other meetings as directed by Kinders Together management, where possible
- Make recommendations to Kinders Together management on matters relevant to the operation of the group for whom the coordinator is responsible
- Act in accordance with budgetary requirements and limitations as set by management
- Complete all relevant reports to Kinders Together as required and within required timelines
- Undertake other duties as directed by Kinders Together, peripheral to the position

To Committee or Parent Group

- Act in accordance with purchasing limitations pertaining to the expenditure of fundraising money as guided by the committee or parent group
ACCOUNTABILITY AND EXTENT OF AUTHORITY
- The assistant is directly accountable to the Kinders Together Executive Officer
- The assistant is responsive to daily guidance and instruction from the teacher or coordinator
- The assistant has the authority to take actions to ensure the health and safety of children and their families are maintained during program hours
- The assistant is responsible for supporting the teacher or coordinator in ensuring a safe environment for children attending the centre; any identified risks will be immediately reported to Kinders Together for actioning
- In the absence of the regular teacher or coordinator, the assistant is responsible for making recommendations to Kinders Together management on matters relevant to the educational program and its impact on the operation of the centre

ESSENTIAL REQUIREMENTS
- The employee must hold qualifications and training in accordance with the Education and Care Services National Regulations and/or Kinders Together Policies. The following training requirements must remain current at all times:
  - Approved Certificate III level education and care qualification
  - Approved First Aid qualification
  - Approved Anaphylaxis Management training
  - Approved Emergency Asthma Management training
- Assistants must hold a current and valid Assessment Notice (Working with Children Check)
- Assistants must be willing to undergo a Police Records Check (where required for the role)
- Assistants must be registered with the Department of Education and Early Childhood Development as a certified supervisor, and undertake responsibilities as a certified supervisor

ESSENTIAL CHARACTERISTICS AND EXPERTISE (KEY SELECTION CRITERIA)
The employee will possess the following skills:
- Knowledge of early childhood development and education
- An awareness of current research, theories and best practice models in early childhood
- Ability to assist in the development and implementation of high quality early childhood programs
- Ability to work autonomously and under direction, and as part of a collaborative team
- Ability to manage time effectively
- Effective and respectful communication, both written and verbal
- Effective skills in utilising digital information and communication technology
- Motivation and commitment to the provision of high quality early childhood education

PHYSICAL REQUIREMENTS OF THE ASSISTANT
The employee is required to complete the following physical tasks to meet the key responsibilities of the role:
- Ability to complete physical movements with a clear understanding of best practice related to health and safety guidelines
- Physical interaction with children at their level – sitting, playing etc.
- Occasional lifting of children, to assist children or to protect them from potential harm
- Moving quickly to intervene if a child is at risk of potential harm or hazard
- Cooperating with co-worker/s to move children’s equipment and resources in a safe and appropriate manner
- Cleaning of facility, equipment, resources when required – wiping tables, sweeping floors etc.
- Collating documentation, either standing at a bench/desk or sitting at a desk
- Computer based work, sitting or standing at a desk
- Attending member centres or meeting venues for work related duties