Trinity Grammar School, Kew
Position Description – Early Learning Centre Assistant

Members of Staff at Trinity Grammar School, Kew are expected to support and extend the school’s ethos and culture, foster in their students the enjoyment of learning, provide opportunities for them to participate in the wider life of the school and personal excellence and inspire a broad world outlook. Staff should also be prepared to continue professional development and/or further education throughout their career.

Reports to

Early Learning Centre Director / Teacher on a day to day basis
Business Manager

Hours of Work

During Term: Monday, Wednesday & Friday: 9.00 – 12.30

Purpose

- To work as members of a team, to ensure a high quality children’s services program and centre in the two years prior to school entry
- To maintain regular liaison with the teachers who have responsibility for the group of children
- Judgments and decisions are made under the guidance of the staff member responsible for the group of children

Major Duties

- To assist in developing positive relationships and effective communication between families and centre staff
- Assistants are required to attend the following:
  - ELC Family Picnic
  - Trinity Grammar School Open Day
  - ELC Information Evening
- To develop and maintain positive communication with:
  - Parents and staff at the centre
  - Staff of the wider school community
  - Visitors
  - Staff from other agencies
  - Government agencies
- To maintain confidentiality at all times
- To prepare materials and equipment for the children’s use in conjunction and consultation with the teacher
- To share in the setting up of equipment with the teacher and other assistant as appropriate
- To assist the teacher and children with the packing away and cleaning of materials and equipment

Position Description: Early Learning Centre Assistant
• To assist with the displaying of children’s work
• To assist the teacher of the group by regularly and promptly completing leave sheets and other information details as required by Regulations
• To have a working knowledge of the Children’s Services Regulations
• To work in accordance with the Legislative requirements under the Act and Regulations for Children’s Services
• To be aware of, and assist in the implementation of the policies of the Early Learning Centre
• To have responsibility for maintaining accurate records for the Before and After Care and Holiday Program records as required by Regulations
• To assist in documentation of children’s development
• Other duties as directed by the teacher in charge

Performance Criteria
• Timely completion of tasks as directed by the teacher in charge
• Presentation and attire is in line with expectations and standards of an independent school
• Successfully supports Early Learning Centre colleagues and contributes to positive staff relationships
• Assists with and promotes the development of positive relationships with children and their parents
• Contributes to Early Learning Centre staff meetings and professional development sessions
• Illustrates and implements effective organisational skills

Knowledge required
• School procedures
• Record keeping
• Structure of the School

Skills required
• Highly developed oral and written communications and interpersonal skills with children, parents and other staff
• Customer service skills
• An ability to manage complex and competing tasks
• Strong organisational ability
• Willingness to accept responsibility
• Ability to work without supervision
• Ability to foresee potential problems and provide positive solutions
• An ability to follow up requests from colleagues
• Respond to and act upon internal/external enquires
• Telephone skills
• Time management skills
Attributes required for this position

- An ability to communicate effectively with children, parents and other staff.
- To have effective skills in written and oral communication.
- A demonstrable ability to work as a team member
- An ability to maintain confidentiality
- A caring attitude towards children
- To have a co-operative and flexible attitude towards the delivery of the children’s program.
- Ability to operate under pressure
- Ability to prioritise
- Attention to detail
- Customer focus
- Methodical
- Organised approach
- Pleasant client manner

Qualifications

Cert III in Children’s Services (or equivalent) is a minimum requirement

Experience

Experience working in an early learning centre with a track record of excellence in quality output and service would be beneficial.