

POSITION DESCRIPTION

POSITION TITLE	Preschool and OSHC Assistant		
POSITION OVERVIEW	The Preschool and OSHC Assistant is responsible for supporting the delivery of high quality education and care in the before school care and preschool program and building strong relationships with the children, families, school personnel and colleagues. During school holidays the preschool assistant will support the school holiday program.		
CLASSIFICATION	Level 2-3	SERVICE LINE AREA	CYFS/ Children's Services
EMPLOYMENT TYPE	<input checked="" type="checkbox"/> PERMANENT <input type="checkbox"/> FIXED TERM <input type="checkbox"/> CASUAL		
EMPLOYMENT STATUS	<input checked="" type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME	HOURS PER WEEK	37.5
LOCATION	Evatt School		
IMMEDIATE MANAGER	Preschool Leader and OSHC Coordinator		
INDUSTRIAL AGREEMENT	Woden Community Services Inc. (Early Childhood Education & Care and School Age Care) Enterprise Agreement 2014 – 2017.		

REPORTING RELATIONSHIPS

NO OF DIRECT REPORTS	0	NO OF INDIRECT REPORTS	Nil
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KEY RELATIONSHIPS

INTERNAL	OSHC Manager, Children's Services management team, OSHC staff, children's services programs, CYFS programs
EXTERNAL	Educators and Management of School

KEY ACCOUNTABILITIES

GENERAL

- Assist in the planning and delivery of a high quality Before School Care (BSC) and Preschool program that complies with all regulatory and legislative requirements and meets the National Quality Standards.
- Work collaboratively with the school and OSHC programs to provide a consistent approach in supporting children's needs, education and care.
- Work as a part of the team to provide an exciting, inclusive and innovative preschool program where child input and development is central to the program.
- Facilitate setting up and packing up of activities throughout the day as needed.
- Attend to children's health and physical needs.
- Maintain an inviting learning environment for children.
- Contribute to the administrative requirements of service including programming, QIP, newsletters to families, safety checks and any other documentation required.
- Provide a supportive and inclusive environment for families, including children with additional needs.
- Take responsibility to work in accordance with, Work Health and Safety, Mandatory Reporting, reportable conduct or suspected child abuse and/or neglect, Emergency Procedures and other policies and procedures.
- Contribute to the ongoing evaluation of service delivery by providing feedback to the Service Area/Business Unit managers.

- Engage in the evaluation of performance with your immediate manager and actively seek opportunities to develop professionally and personally.
- Engage in the ongoing improvement of own knowledge and skills through training and reflective practice.
- Actively participate in staff/team meetings, organisational activities and various community events.
- Apply workplace Diversity and Equity principles at all times.
- Models WCS Purpose, Code of Conduct, Values and behaviours.

EXPERIENCE & QUALIFICATIONS

Essential	<ul style="list-style-type: none"> ▪ Completion of or studying towards completion of a Certificate III in Early Childhood Education within a 12-18-month period of commencing ▪ Hold a current Senior First Aid Certificate HTLAID004, including Asthma and Anaphylaxis, or completion of this within a 3 - 6-month period of commencing. ▪ Demonstrated experience in Children's Services. ▪ Demonstrated experience in supporting children with additional needs. ▪ Current Working with Vulnerable People's card. ▪ Demonstrated ability to work in a team environment. ▪ Effective communication and interpersonal skills combined with a proactive attitude. ▪ Flexible, reliable, punctual and mature attitude to work. ▪ Thorough demonstrated understanding of the importance of professional boundaries and ethical behaviour. ▪ Demonstrate commitment to the Purpose, Vision and Values of Woden Community Service.
Desirable	<ul style="list-style-type: none"> ▪ Previous experience in early childhood education services.
Other	<ul style="list-style-type: none"> ▪ Current Working with Vulnerable People card ▪ Demonstrate commitment to the Purpose and Values of Woden Community Service.

Document History	Original: December 2019 Revised: November 2020	Version: 2
Employee's signature		DATE
Manager's signature		DATE