

Casual/Relief Kindergarten Educators

- Casual / Relief Appointments
- Flexibility
- Springfield Location

The Opportunity:

We are seeking to build a pool of experienced and skilled relief/supply Kindergarten Educators (Teacher Aide) for The Tiny Tartan Kindergarten located at the primary campus of The Springfield Anglican College. These positions will be casual / relief appointments.

The College:

The Springfield Anglican College is a rapidly growing coeducational Christian school in the Greater Springfield area with a clear focus upon the individual.

The Position:

The Kindergarten Educator provides quality support to the Kindergarten Teachers in the delivery of quality teaching and learning to students; assisting in the teaching program; preparing and setting up equipment, cleaning and performing other such duties as required by the teaching staff. The Kindergarten Educator will work with children individually on a one to one basis, or in small groups under the direction of the teaching staff.

What we offer:

Form us, you can expect a great team environment, an innovative school community, flexibility, and the chance to further develop your teaching skills in a independent school environment.

Applications close:

Applications will close at 5.00pm on Monday **10 July 2017**.

If you are short-listed for an interview you will be asked for your date of birth as it is a requirement of the Brisbane Diocese of the Anglican Church of Australia that pre-employment checks are conducted.

A Working with Children Blue Card or the ability to attain one is a requirement for this role.

Applications, including three references should be forwarded to:

Julie Blackley
Human Resources and Compliance Officer
jblackley@tsac.qld.edu.au

The Springfield Anglican College

Position Description:

Kindergarten Educator (Casual Relief)

Last Reviewed: June 2017

Position Description

Kindergarten Educator (Casual Relief)

Student Protection

Anglican schools support the rights of children and young people and are committed to ensure the safety, welfare and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

1. Position Details

Position Title:	Kindergarten Educator (Casual Relief)
Location:	The Springfield Anglican College – The Tiny Tartan Kindergarten Primary Campus
Classification:	Level 2 (FSAC Ltd EBA 2016 Classification Structure)
Status:	Casual
Reports to:	Principal
Last Reviewed:	June 2017
Special Conditions:	n/a

2. Essential Qualifications

Academic Qualifications:	Bachelor, Diploma or Certificate III in Children Services – Essential Senior First Aid Certificate – Essential Asthma, Anaphylaxis and CPR certification – Essential
Registration Requirements:	Nil
Blue Card:	Required
Experience:	Experience as a teacher aide/early childhood services or support person in a school context (desirable)

3. Position Purpose

Responsible to the Head of Primary through the immediate supervisor - the Kindergarten Educator contributes to the College's aims and philosophy by supporting and assisting Kindergarten Teaching staff to deliver the Tiny Tartan Kindergarten program which is underpinned by clear expectations about high quality outcomes and standards. The Kindergarten Educator nurtures self-esteem, encourages self-reflection and develops compassion, respect, and tolerance in Kindergarten students so that they may build their lives in a school environment that values education within a sustaining and life giving Christian community.

4. College Expectations

Support staff at The Springfield Anglican College will be:

- Supportive of the Aims and Philosophy of the College
- Supportive of the Anglican values and ethos of the College
- Focused on the needs of the College's clients
- Strategic in their leadership and management
- Maintainers of the confidentiality of the team
- Facilitators of positive and productive College relationships
- Focused on participating in developing a culture of excellence

5. Accountabilities

The Personal Assistant to the Principal is accountable for:

- The quality and timeliness of responses to communication and correspondence
- The efficiency of procedures and information processes used in supporting the Principal, the Senior Leadership Team and the College Council
- Assessing and prioritising of information for the Principal, including the effective management of the Principal's diary.
- Accuracy and efficient of administrative support and the effectiveness of internal and external correspondence, sometimes of a complex nature flowing from and through the Principal's office.

6. Authority

The Personal Assistant to the Principal has authority to:

- Access and prioritise information to the Principal, escalating issues for action as required
- Purchase (but not authorise invoices/payments) goods and services in accordance with delegations.

7. Professional Responsibility

The Educator is responsible for meeting the following key result areas. The responsibility should be read within the context of the Statement of Effective Support Services.

Student Protection

The Kindergarten Educator will know, understand, apply and abide by all requirements of the Student Protection in Anglican Schools Policy and Procedures.

Commitment to the College Vision and Goals:

The Kindergarten Educator demonstrates a commitment to the College aims and philosophy in holistic education and supports the College's worship and value based approaches. This commitment includes actively supporting and participating in the College extracurricular programs. The Educator will embrace change and support College development, with a particular focus on building positive and productive relationships with children and their families.

Service Delivery:

The Kindergarten Educator provides quality support to the Kindergarten teachers in the delivery of quality teaching and learning to students; assisting in the teaching program; preparing and setting up equipment, clean and perform other such duties as required by the teaching staff. The Educator assists in the provision of a safe learning environment for kindergarten children; providing assistance/supervision for excursions/sports days and other outdoor activities. The Educator will work with children individually on a one to one basis, or in small groups under the direction of the teaching staff. The Educator administers simple first aid to children; assists with toileting; provides general administrative support eg. photocopying, laminating or making charts or games and assists with College related occasions eg. Parent evenings.

Preparation:

The Kindergarten Educator prepares and maintains teaching and learning resources as required by the Kindergarten teacher; developing, under the direction of teaching staff, suitable resources for the quality learning experience for the students. The Educator supports teaching staff in the daily program; liaising with relevant staff regarding timetables and ordering of appropriate equipment as required. The Educator provides administrative assistance including typing teachers' notes and work programs, duplicating/ photocopying teaching materials, assisting in organising off-site activities.

Community Relations:

The Kindergarten Educator contributes to the College's relationships with parents and other stakeholders; The Aide models a high standard of personal behaviour to students. The Educator works collaboratively as a member of the team; participating in meetings, activities and networks relevant to the position, and participate in extra curricula activities as appropriate.

Duty of Care:

Contribute to the College's duty of care for both staff, parents and students by adhering to all requirements relating to the development of an environment which is free from the risk of injury, harm and/or disease as required by the Workplace Health and Safety and Child Protection Acts and relevant College policies and practices.

All employees recognise and accept that multi -skilling is an essential component of employment with The Springfield Anglican College and that they may be required to undertake duties that are outside their normal position description but within their skills, competency and capability.

8. Selection Criteria/Competencies

The ideal candidate will possess the following competencies, skills, qualifications and experience:

- Diploma in Children Services or equivalent – *Essential*
- Working with Children Card (Blue-Card) – *Essential*
- Senior First Aid Certificate – *Essential*
- CPR and Anaphylaxis Certificate – *Essential*
- Positive attitude and a willingness to be involved with children
- Genuine interest in families and students.
- Demonstrated sound personal qualities of tact, confidentiality, reliability and an ability to work with others both individually and as a member of a team.
- Basic understanding of occupational health and safety, equal employment opportunity and anti-discriminatory practices and behavior as applied in a work environment
- Willingness to undertake specific training to enhance student support as necessary
- Demonstrated personal Christian philosophy
- Knowledge of the Queensland Child Care Regulations and Child Care Act 2002; Specifically:
 - Queensland Kindergarten Guidelines
 - Education and Care Services National Law Act 2010
 - Education and Care Services National Law Guidelines
 - Education and Care Services National Law Act (Qld) 2011
 - The Early Years Learning Framework (EYLF)
- Awareness of current issues in children's services

The Springfield Anglican College

Statement of Effective Support Services

The College believes that success of support staff will occur when they are committed to the provision of quality professional services for staff, students, and families, which adds value to the College's operations and programs.

This will be achieved through

- Providing quality client service
- Pastorally caring for students as appropriate
- Supporting teacher's work
- Working efficiently and harmoniously
- Participating in and supporting teamwork
- Being flexible and open to learn new ways
- Embracing the use of technology

Critical to our success will be an approach that:

- Embodies the values and standards of the College
- Adopts a personal approach to client service
- Demonstrates efficiency, accuracy and competency in your work
- Is proactive
- Seeks continuous improvement through opportunities for training and development