



CASTLEMAINE STEINER SCHOOL & KINDERGARTEN

POSITION DETAILS	Position Title	Kindergarten Learning & Support Assistant (8:15 am – 3:30 pm Monday – Friday during school terms, plus 1 hour per fortnight for meetings to be used flexibly, job share will be considered)
	Area	3-year-old and 4-year-old Kindergarten
	Position Reports to	Kindergarten Learning & Support Assistants are responsible to the Principal through the Kindergarten Teacher (ECT)
	Role Location	The Castlemaine Steiner School & Kindergarten (CSSK) sits on Dja Dja Wurrung country on 18 acres of beautiful bushlands, approximately 5km from the township of Castlemaine. Established in 1988, CSSK is non – denominational and founded in the educational principles of Rudolf Steiner.
	Key Role Relationships	Principal, Deputy Principal, Kindergarten Teacher (ECT) all other CSSK Staff

Statement of Commitment to Child Safety

The well-being and safety of all students is of central importance at Castlemaine Steiner School & Kindergarten (CSSK). Young people, including those of a linguistically or culturally diverse background, with a disability or who identify as Aboriginal or Torres Strait islander, have the right to be physically and emotionally safe at all times. They have the right to be protected from all abuse and neglect. All employees of Castlemaine Steiner School & Kindergarten are responsible for ensuring the Child Safe Policy is enforced and are required to sign the CSSK *Code of Conduct – Child Safety* and undertake training in this area as required. All applicants should be aware that the school conducts extensive background checks in accordance with our Child Safe Policy.

ROLE CONTEXT	Castlemaine Steiner School & Kindergarten (CSSK) sits on Dja Dja Wurrung country on 18 acres of beautiful bushland, approximately 5km from the township of Castlemaine. CSSK is a well established, non–denominational independent school offering a contemporary non-denominational education founded on the teachings of Rudolf Steiner Education for approximately 150 children from Early Childhood to Class 8. Our teaching methods, curriculum and beautiful learning environment are all designed to meet children at their specific stages of development.
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ROLE PURPOSE	<p>The primary role of a Kindergarten Learning & Support Assistant is to support the Kindergarten Teacher in providing a high-quality, developmentally appropriate educational program for children aged 3-5 years including students who have specific educational needs. This role contributes to offering the best possible education and duty of care for each child in light of the values and vision of the School and in accordance with the requirements of the National Quality Framework (NQF), Victorian Early Years Learning and Development Framework (VEYLDF), and the Australian Children's Education & Care Quality Authority (ACECQA).</p> <p>Steiner education is based on the belief that the healthy foundation for adult life is built throughout childhood and that a proper understanding of the developmental processes during childhood make it possible to support the faculties of thinking, feeling and willing. One way in which Steiner education aims to nurture and protect these faculties in childhood is through providing experiences facilitated by each individual's aspirations to explore three ideals of truth, beauty and goodness.</p>
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RESPONSIBILITIES	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Foster and model the educational philosophy of the School through embracing and demonstrating the principles of Steiner early childhood education in daily interactions. • Commit to ongoing development of an understanding of early childhood education and participate in relevant professional development • Understand and comply with all CSSK policies and procedures, including those relating to Child Safety and Confidentiality • Work under the guidance of the Kindergarten Teacher and Leadership Team • Assist in planning and implementing programs that support the educational needs of Kindergarten children • Attend meetings to review and evaluate educational planning • Engage in performance review processes overseen by the Leadership Team. <p>General Duties</p> <ul style="list-style-type: none"> • Work collaboratively to deliver developmentally appropriate educational programs for all Kindergarten children aligned with the VEYLDF and NQF. • Respond to all children warmly and encouragingly • Actively participate in learning activities by modelling, assisting, intervening and encouraging children appropriately • Refer all parent queries to the Kindergarten Teacher <p>Specific Duties</p> <ul style="list-style-type: none"> • Help prepare and maintain a safe, clean, and supportive environment. • Support children's personal care routines, including hygiene, meals and rest times. • Assist in observing and documenting children's learning and development. • Participate in regular reflections and discussions about the educational program. • Assist in the preparation of materials and resources for learning experiences. • Comply with all health, safety, and child protection regulations. • Attend school for the appropriate time equivalent according to the Employment Contract. • Participate in reasonable school events such as festivals and fairs <p>Disclaimer</p> <p>This Position Description is a guideline to illustrate the main role responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Principal's discretion. Employees may also be required to undertake other reasonable duties as directed.</p>
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Confidentiality

As a Kindergarten Learning & Support Assistant, you may be privileged to sensitive information regarding academic, physical, social, emotional and family details about various children, parents and staff members. Staff with VIT registration must uphold the Victorian Teaching Profession's Codes of Conduct and Ethics. Details of a students' educational support needs or adjustments program may only be discussed with relevant staff. An exception to this is any information that relates to a child protection matter, which should be immediately reported to the Principal or delegate.

Safety and Compliance

Safety is a priority for all CSSK staff. All staff employed at CSSK are expected to understand and effectively apply safety policies and practices as relevant to their role. All staff working within the school are required to obtain a Working with Children check and understand the school's Policy in relation to the Safety of Children. Ensure the good physical and mental health and safety of students at the School through maintaining a thorough understanding of School policies and procedures, as well as knowledge of and compliance with emergency and accident procedures, undertaking all actions necessary and holding a conscious awareness of real and potential safety concerns.

SELECTION CRITERIA	<ul style="list-style-type: none"> • ACECQA-approved Early Childhood Education and Care qualification. • Demonstrated understanding of appropriate behaviours when engaging with children according to Child Safe Standards. • Valid Working with Children Check (Employee). • Demonstrated understanding of the Disability Standards for Education. • Working knowledge of the National Quality Framework (NQF) and the Victorian Early Years Learning and Development Framework (VEYLDF). • Ability to work under the direction of a Teacher and as part of a collaborative team. • Demonstrated commitment to inclusive education and ability to work with children from diverse backgrounds. • Exemplary interpersonal communication skills. • Commitment to the ongoing development of an understanding of Steiner Education.
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Approval:	Kindergarten Learning & Support Assistant: Name: Signature: Date:	Principal/Delegate: Name: Signature: Date:
Received By HR / Admin:	Signature: _____ Date: _____	