



Life & Learning through Christ

KINDERGARTEN TEACHER AIDE (L3)

ROLE DESCRIPTION

<u>TITLE:</u>	Kindergarten Teacher Aide (L3) - <u>Certificate III Level Qualified Educator</u>
<u>APPOINTED BY:</u>	Principal / CEO
<u>RESPONSIBLE TO:</u>	The Principal
<u>TEAM LEADER:</u>	Deputy Principal (Primary) via Kindergarten Early Childhood Teacher
<u>ROLE:</u>	To assist students and teachers in the College to achieve the College Vision and Mission Statements:

Vision

*To be a college that celebrates life and learning
through Christ-centred Education.*

Mission

*To provide quality, Christ-centred education
through a partnership of parents, teachers and students
which recognises the Lordship of Christ
and the integrity of the Scriptures.*

As of February, 2022 ACECQA states - The Education and Care Services National Regulations do not specify what roles or responsibilities a certificate III level educator must undertake. This is up to the approved provider of each education and care service.

Under the NQF, a person is considered a certificate III level educator if they:

- hold an approved certificate III qualification, OR
- hold a former approved certificate III level qualification completed before 1 January 2012, OR
- hold a qualification that ACECQA has assessed as equivalent to an approved certificate III level educator qualification.

If an individual is 'actively working towards' an approved certificate III level qualification, they may be counted as a certificate III level educator, if they meet the requirements under the 'actively working towards' provisions. For more information visit ACECQA's ['actively working towards' web page](#).

A. ROLE SUMMARY:

As a Kindergarten Teacher Aide (L3) you will contribute to the implementation of quality education outcomes and facilitate holistic growth and development of all kindergarten children enrolled at the College by supporting both the Early Childhood Lead Teacher and Teacher. The role supports the application of an approved learning framework to support children's wellbeing, learning and development through play-based learning whilst valuing student diversity, inclusive education practices with the recognition of parents as partners in their child's education and development.

B. LINES OF MANAGEMENT:

All staff members of Annandale Christian College are responsible to the Principal through an appropriate line of management. The Kindergarten Teacher Aide (L3) reports firstly to the Early Childhood Lead Teacher and works closely with the Early Childhood Teacher as well to contribute knowledge and expertise to the educational program, child development and to the quality of the service delivery. The Kindergarten Teacher Aide (L3) is responsible for the functions specified in this document.

C. RESPONSIBILITIES AND DUTIES

The roles and responsibilities of a Kindergarten Teacher Aide (L3) may include, but are not limited to:

- With direction from the teacher, articulate and implement a distinctively Christ-centred perspective for education including supporting learning that fosters faith, to provide education and care to children.

- Authentically incorporating the Bible and its teaching, when appropriate, to help children understand their worth according to: Jesus' teaching and what He accomplished on the cross, and to become aware of the Biblical story. To show sensitivity to children who do not currently own for themselves the biblical perspective.
- Supporting children's learning and development, including contributing to the educational program and practice as well as documenting learning observations and employing reflective practices, in the form of critical reflection notes, anecdotal records, learning stories and the EYLF learning outcome digital documentation as directed.
- Assisting the delivery of an approved learning framework (EYLF and QKLG).
- Assisting with the preparation and return of resources and equipment, for both inside and outside activities.
- Assisting with keeping the kindergarten safe, tidy and clean.
- Developing positive relationships with children and families. Note: discussion with a parent regarding the child's behaviour and performance is the responsibility of the teacher.
- Positively communicating with children, staff, and parents.
- Receiving support and direction from the teacher.
- Supporting the daily routines of children.
- Actively and vigilantly supervise children both inside and outside the classroom.
- Be familiar with the College's Student Wellbeing Code of Conduct.
- Liaise with the teacher regarding their classroom behaviour strategies to enable consistency for the children.
- Refer the children to the teacher if behaviours interrupt the learning of others and the ability for the educator to conduct an activity/lesson.
- Attending and assisting with community building events such as, Welcome to Kindy BBQ, Mother's Afternoon Tea, Father's Night, College Bushdance, Kindy Parent Information Night and the College Christmas Production. All hours except the Bushdance are to be entered into the pay book.
- Maintaining confidentiality of information and records.
- Contributing to the delivery of National Quality Standards requirements.
- Actively contribute to and support the kindergarten's continuous improvement through the Quality Improvement Plan (QIP).
- Ensuring compliance with service policies and national and/or state based legislation.
- Hold a current First Aid, (which includes Anaphylaxis & Asthma training) and CPR certificate, and

- Attend whole College staff meetings if it aligns with the Early Childhood Educator (Teacher Aide) workday.
- Attend all Kindergarten staff meetings. If the meeting falls outside of rostered workdays, staff should submit a time sheet for additional hours.
- Attend all student free days as directed.
- Carry out other duties and tasks in line with skills and experience as requested by the College leadership team to meet operational needs.
- Other duties as assigned by the principal.

D. RESPONSIBILITIES FOR ALL STAFF

Occupational Health and Safety Obligations

- Know the procedures for dealing with issues of an emergency nature.
- Assist the College Executive team in identifying hazards in the workplace via Helpdesk and safety audits.
- Assist with the assessment of risks associated with identified hazards.
- Participate in the development and review of risk assessment management procedures.
- Ensure that, by the employee's individual actions, omissions, or negligence, they do not place themselves or other persons at risk of harm or ill- health in the workplace.
- Follow risk management procedures when undertaking tasks and projects.
- Follow the reasonable direction of supervisors.
- Not interfere with, or misuse, any device or equipment that has been provided as part of a risk management measure.
- Report as soon as practicable and without delay to supervisors any matter that relates to hazard identification or risk assessment that affects the College's capacity to ensure a safe and healthy workplace.
- Report as soon as practicable and without delay to supervisors any adopted matter that indicates that the risk management procedures are inadequate to control a risk.
- Report as soon as practicable and without delay to supervisors any incidents or near misses that relate to occupational health and safety.
- If requested, respond, and render assistance to any person who is working in the College who is suffering injury or illness.

Policies and Procedures

- Be familiar with and comply with all College Policies, Procedures and instructions as provided in the kindergarten handbook, College handbooks and Canvas courses.

Child Protection

- All suspected cases of Child Abuse are immediately reported as per the College's Child Protection Policy and Procedures.

Qualifications, Membership Status and Visas

- Ensure your Qualifications (first aid, CPR), Membership Status (e.g. Blue Card) and Visas (if you are not an Australian Citizen) are current and payment is up to-date.
- Hold an approved Certificate III qualification or equivalent recognised qualification in accordance with ACECQA list of approved qualifications.
- Hold a current Paid Working with Children Blue Card
- Hold a current First Aid, CPR, Asthma and Anaphylaxis certificate

Staff Member Sign: _____ Principal Sign: _____

Staff Member name: _____ Principal Name: _____

Date: _____ Date: _____

Purpose:	This position description and role/ responsibilities statement is used to clarify and make explicit the position of Kindergarten Teacher Aide (L3) - Certificate III Qualified Educator.	
Scope:	For Annandale Christian College's Board, Officers, employees and students and parents.	
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Status:	Draft	Supersedes: Version 1.0 May, 2023
Authorised by:	Principal	Date of Authorisation: 06/10/2023
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Review Date:	Every year	Next Review Date: October 2024