

JOB DESCRIPTION FORM

CHILD CARE ROOM ASSISTANT

Position Title:	Child Care Room Assistant		
Service Location:	Saranna Early Childhood Education and Care Centre		
Program: (If applicable)		Hours:	TBA
Reporting to:	Manager SECECC	Award Classification:	Level 1 -2 Children's Services Award
Our Vision	Healthy, inclusive and harm-free communities		
Our Mission	An organisation that provides the highest quality services to make a positive and meaningful difference in the lives of people affected by alcohol and other drugs.		
Our Values	Empowerment, Diversity, Compassion, Integrity and Hope		
<p>Cyrenian House values the uniqueness of individuals who may vary in many different ways, including race, ethnicity, culture, social class, gender, age, religious belief, sexual identity, mental and physical ability. We celebrate and promote this diversity as a strength of our organisation.</p>			
This position:			
<p>The child care room assistant provides care and structured learning to children to support the holistic wellbeing of each child. Working alongside room Leader and room assistants the child care room assistant will supervise children as they learn and play, provide comfort and reassurance, plan stimulating activities, and keep children clean and safe.</p> <p><i>All key responsibilities for this position are based on the National Law and Regulations, the Principles, Practices and Outcomes detailed in the EYLF, and the NQF Quality Areas, Standards and Elements. The child care room assistant is expected to have a working knowledge of these documents, which should underpin the work they do and, together with the centre philosophy, directly reflect their relationships with children, families and co-educators.</i></p>			
Duties and Responsibilities:			
<p>General:</p> <ul style="list-style-type: none"> • Support, promote and work in accordance with the Vision, Mission and Values of Cyrenian House. • Participate as a valued team member promoting and contributing to a supportive team environment. • Provide support to and share expertise with other staff, students and volunteers. • Participate in staff meetings, supervision, training and team planning workshops. • Contribute to the development, implementation and evaluation of the service model. • Contribute to Cyrenian House continuous quality improvement processes. • Work in accordance with Cyrenian House Code of Conduct. • Be responsible for personal health and safety in the workplace and for complying with all Cyrenian House occupational safety and health policies and procedures, promoting and maintaining a safe and secure environment. • Contribute to and promote the implementation of the Standards on Culturally Secure Practice. • Other duties as required 			

Educational Programme and Practice:

- Contribute to each child's learning and development outcomes in relation to their identity, connection with community, wellbeing, and confidence as learners and effectiveness as communicators.
- Identify children's current knowledge, ideas, culture, abilities and interests and use them as the foundation of the program with support from the room leader. Support is always to be requested in a timely manner to ensure this area is being met.
- Support every child to participate in the program.
- Promote the agency of each child, enabling them to make choices and decisions and influence events and their world.
- Use reflective practice in designing and delivering the program for each child with support from the room leader.
- Respond to children's ideas and play and use intentional teaching to scaffold and extend each child's learning with support from the room leader. Support is always to be requested in a timely manner to ensure this area is being met.
- Critically reflect on your professional practice.

Children's Health and Safety:

- Role model and support effective hygiene practices.
- Follow centre policy and procedures to control the spread of infectious diseases and manage injuries and illness.
- Encourage the involvement of physical activity within the programme.
- Take every reasonable precaution to protect children from harm and any hazard likely to cause injury.
- Actively supervise children at all times.
- Be aware of your role and responsibility in responding to a child at risk of abuse or neglect in line with centre policy and procedures.

Physical Environment: Actively participate in providing:

- Furniture and equipment that is safe, clean and well maintained.
- An environment that is inclusive, promotes competence, independent exploration and learning through play.
- Resources, materials and equipment which are sufficient in number and organised in a way that ensures appropriate and effective implementation of the program.
- Role model caring for the environment and contribute to sustainable practices.

Relationships with Children:

- Develop and maintain respectful and equitable relationships with each child.
- Interact with each child in a way that is warm, responsive and serves to build a trusting relationship.
- Support every child to engage with educators in meaningful, open interactions that support the acquisition of skills for life and learning.
- Support each child to feel secure, confident and included.
- Support each child to build and maintain sensitive and responsive relationships with other children and adults.
- Support each child to work with, learn from and help others through collaborative learning opportunities.
- Support each child to manage their own behaviour, respond appropriately to the behaviour of others and communicate effectively to resolve conflicts.
- Maintain the dignity and rights of every child at all times.

Relationships with Families:

- Develop and maintain respectful and supportive relationships with families.
- In line with Centre policies, support families in their parenting role and demonstrate respect for their values and beliefs about child rearing.
- Recognise the expertise of families and provide opportunities for them to share in decision making about their child's learning and wellbeing.

Professional Development:

- Work collaboratively and respectfully with the Room Leader and Management.
 - Work collaboratively and affirm, challenge, support and learn from colleagues to further develop skills and improve practice.
 - Seek assistance and guidance when required from more experienced educators.
 - Seek feedback on practices in an effort to move towards continuous improvement of skills and knowledge.
- Prepare for and participate in regular supervision sessions and professional development opportunities.

Selection Criteria:

Essential competencies and experience:

- Be in active study of your certificate 3 and or diploma
- Demonstrated ability to work autonomously and as part of a team.
- Interpersonal and communication skills, including the ability to relate well to children and their parents.
- Commitment to continuous quality improvement.
- Commitment to study and proof of this being an active arrangement to hit targets of assignments due in a timely manner.

Required Clearances:

- Full work rights.
- Current Working with Children's Check.
- Current First Aid Certificate
- Current driver's License and reliable vehicle

Please sign below to confirm you understand of the requirements of your role and return a signed copy to the Human Resource Department:

Name: _____

Signature: _____

Date: _____