

**SHEARWATER, THE MULLUMBIMBY STEINER SCHOOL**  
**POSITION DESCRIPTION: PRESCHOOL ASSISTANT**



<b>Position Title:</b>	<b>Preschool Assistant</b>
<b>Designation:</b>	Child Care Worker (Qualified) AQF Certificate 3
<b>Award:</b>	Miscellaneous Workers' – Kindergartens and Child Care Centres, &c. (State) Award
<b>Accountable to:</b>	Preschool Coordinator, Early Childhood Coordinator, the College of Teachers and School Management Group

Pre-school is for children turning 4 or 5 in that year. At pre-school we strive to develop sensitivity for the 'unfolding' qualities of each individual entrusted to us. Many artistic experiences are offered: storytelling, painting, drawing, singing, drama and cooking in a warm, loving and home-like environment. However, the specific aim of preschool is to provide an all-embracing family-like environment, to make the bridge between home and school life a happy and secure one. This requires working closely with other Early Childhood teachers and a vocational commitment to ongoing professional and personal development and to the principles underlying Steiner/Waldorf Education.

### **POSITION OBJECTIVE**

To support the Preschool Group Leader to provide a warm and caring environment and learning experiences for all pre-school children based on the principles underlying Steiner/Waldorf Education.

### **KEY RESPONSIBILITIES**

#### **Workplace practices**

- Observe and follow school philosophy and vision
- Understand and implement all licensing, legislation and regulation protocol and mandatory reporting obligations (DoCS, QAIS, OH&S, ECA Code of Ethics, Equal Opportunity)
- Follow workplace policies and procedures in a professional manner

#### **Program**

- Support the implementation of an ECH program that embraces Steiner/Waldorf principles of child development and early childhood methodology, the emerging curriculum and Quality Assurance Improvement System
- Contribute to the development and documentation of the Preschool program as directed by the Group Leader
- Document observation and experiences of children's development and behaviour
- Provide a nurturing, respectful, safe environment for children to express their individual interests and assist them in developing meaningful experiences
- Provide a creative learning environment that is inclusive of all children
- Prepare materials for educational use
- Organise seasonal festivals and open days

#### **Communication**

- Follow directives from the Group Leader in all areas of communication
- Attend weekly College and Early Childhood meetings
- Assist the organisation of parent/teacher meetings once a term
- Assist in the communication of information as needed

#### **Work environment**

- Adopt reflective practices for self development/performance
- Implement daily routines, safety checks, cleaning
- Work as a collaborative team member
- Participate in adult education and professional development programs as required

### **KEY SELECTION CRITERIA**

#### **Essential**

- AQF Certificate 3 in Children's Services (minimum)
- Proven experience of and enthusiasm for working with young children (preferably 0-7 years)
- A warm and supportive attitude to children and their families
- A basic understanding and knowledge of legislative and regulatory requirements and professionalism in delivery and management of an ECH program
- Demonstrated ability to follow directives and contribute as a team member

- Competent written, oral and communication skills
- Commitment to ongoing professional development
- Satisfactory *Working With Children Background Check* as is required under the NSW Child Protection (Offenders Registration) 2000 Act

**Desirable**

- An understanding and/or experience of Steiner/Waldorf methodology
- Current First Aid Qualifications
- Computer proficiency (email and internet)
- Current Senior First Aid Certificate
- Current drivers license

**Approved: Preschool Coordinator**