

### BACKGROUND

BPA Children's Services (BPA) is a not-for-profit organisation that works in partnership with parent advisory groups and committees, to manage kindergartens and child care centres. BPA aims to provide a stable professional employment situation for staff.

BPA is committed to the right of every child to have access to quality early childhood educational programs. BPA believes that the principles of equity, access and cultural relevance must be developed and implemented for the benefit of the children and their families, participating in these programs.

BPA is committed to rights of all children to feel safe, and be safe at all times, including:

- promoting the cultural safety of Aboriginal children
- promoting the cultural safety of children from culturally and linguistically diverse backgrounds
- promoting the safety of children with a disability

### POSITION OBJECTIVE

- Work cooperatively as a member of a team, and assist with the provision of a high quality educational program for the children based upon the principals and practices of both the National and Victorian Early Years Learning Frameworks.
- Operate in a professional manner at all times, meeting the requirements of the Department of Education and Early Childhood Development (DEECD) Victorian Kindergarten, Policy, Procedures and Funding Criteria, the *Education and Care Services National Law and Regulations 2010* and the policies and procedures of the service.

### ORGANISATIONAL RELATIONSHIP

The child care assistant is responsible to the room leader on a day-to-day basis for implementing the program's aims and is accountable to BPA.

### RESPONSIBILITIES AND DUTIES

#### General responsibilities

- Work under the direction of the room leader in accordance with the requirements the *Education and Care Services National Law and Regulations 2010*.
- Be aware of, and assist with, implementing the service's policies and procedures.
- Be aware of, and assist with, implementing both the National and Victorian Early Years Learning Frameworks.
- Have a good understanding of the National Quality Standards (NQS), the service Self Assessment and Quality Improvement Planning (QIP) process.
- Assist with the preparation, general cleanliness and safety of the service and the packing away of equipment and materials.
- Other duties as directed.

### Specific responsibilities

#### Children

- Assist with the program and daily routines, as directed by the teacher.
- Assist the room leader in the provision of a healthy, safe and welcoming environment for the children and families attending the service.
- Assist in working with individual and small groups of children.
- Attend to the physical, social and emotional needs of the children as required.
- Ensure that any child or group of children in the assistant's care are adequately supervised, and that every reasonable precaution is taken to protect them from any hazard.
- Inform the room leader, centre Co-Ordinator or BPA, if the requirements of the Regulations are not being met.
- Take written observations of children as required, under the room leader's direction.
- Assist in the direction of students and volunteers.
- Assist with the preparation and cleaning-up of activities under the supervision of the room leader.

#### Parents

- Assist in developing good relationships and effective communication with families.
- Encourage and assist parents to consult with the educators on issues of children's development and program.
- Maintain confidentiality on all issues relating to children and families and comply with the service's privacy policy.

#### Staff

- Work as a member of a co-operative and professional team.
- Attend meetings as directed by the Co-Ordinator and/or BPA.
- Be actively involved as part of a collaborative team in assessing the service against the NQS to identify which practices can, or should, be improved upon and included in the service QIP.
- Participate in an annual staff review.
- Propose relevant professional development and training programs, and participate in professional development activities, as approved or requested by BPA.
- Ensure correct safety procedures are followed at all times, including when lifting heavy objects.

#### BPA

- Work in a co-operative manner with BPA, ensuring open communication on issues pertaining to the service.
- Act professionally towards resolution of any conflict that may arise.
- Attend meetings outside normal working hours as requested by BPA, with appropriate notice and remuneration in accordance with the Professional Child care Standard 2012.

### ACCOUNTABILITY AND EXTENT OF AUTHORITY

The position is accountable to the centre Co-Ordinator and BPA. Daily duties will be directed by the room leader.

### ESSENTIAL SKILLS AND COMPETENCIES

#### Specialist skills and knowledge

- Experience in working with young children.
- Ability to plan and manage time effectively with limited direction.

#### Interpersonal skills

- Ability to communicate effectively with children, parents, staff, BPA and other professionals.
- Work in a cooperative, flexible and professional manner with children, parents, staff, other professionals and BPA.
- Well developed communication and self motivation skills.
- Ability to ensure confidentiality of information.

#### Essential requirements

- Have completed AQF Diploma or Certificate III in Children's Services or an equivalent qualification.
- A current Working with Children assessment notice, which demonstrates suitability for employment in a children's service, when commencing employment and at the time of renewal of the licence of the service.
- Hold and maintain a current first aid qualification including management of anaphylaxis and asthma, annual CPR and administration of EpiPen training in accordance with current legislation.

#### NOTE

- For existing services, all assistants will be required to complete Certificate III in Children's Services or an equivalent qualification that is approved by the Department of Education and Early Childhood Development, by 1 January 2014.
- For services which obtained a new licence after 25 May 2009, all assistants are required to hold a Certificate III in Children's Services at the time of engagement.