EMPLOYMENT PACKAGE

LITTLE LEARNERS ASSISTANT

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Positions Vacant

Suncoast Christian College is established as a ministry of Suncoast Christian Church, a member of Christian Outreach Centres Australia.

Situated on the beautiful Sunshine Coast, this well established Pre-prep to Year 12 co-educational, Christian College of 800 students invites applications from suitably qualified passionate and dynamic applicants who are supportive of the aims of Christian Education to work in our Suncoast Little Learners Early Learning Centre.

This is a 12 month contract position working 5 days a fortnight – Thursday, Friday and every second Wednesday 7:45am – 3:30pm. The position is in the Kindergarten room which operates 40 weeks a year.

The successful applicant will have a minimum of a Certificate in Childcare and Education or equivalent. Working knowledge of the EYLF and NQF is essential.

Applications are made by electronic submission. Applicants are to complete and submit the on-line Application for Employment form on the College website. The form enables applicants to attach covering letters and CV and other supporting documentation and then submit their application.

Completed applications must be submitted via the online system prior to 4pm Friday 24 February 2017.

Queries about the position can be made to the Principal’s Assistant, Ms Michelle Frost, at mfrost@suncoastcc.qld.edu.au.

Receipt of your application will be acknowledged by email.

The Selection Process

Short-listing will be undertaken by members of a selection panel. All applicants will be notified of the selection panels’ decisions within two weeks of the closing date.

Only short-listed applicants will be interviewed. The interview will consist of a series of questions based on determining the capacity of the applicants to undertake the role description. Applicants will be given the opportunity to explain and expand on the information provided in their application.

Applicants may be required to give examples of how they would handle case scenario situations.

All applicants will be notified of the outcome of interviews and unsuccessful applicants may, at the discretion of the panel, obtain feedback on their application and interview by contacting the selection panel.
General Employment Conditions

Wages and conditions of employment will be in accordance with the relevant award and the Suncoast Christian College Collective Enterprise Agreement 2014.

Payments are made directly to a bank/credit union account on a fortnightly basis. The College is a smoke and alcohol free environment. No smoking or alcohol consumption is permitted on campus or whilst operating any vehicle.

Policies and procedures are in place for College staff including those required by workplace laws. It is important that these policies and procedures are adhered to.

The College is committed to a safe and healthy workplace and has various policy and procedure documents including a Workplace Health & Safety policy.

All new employees undergo an induction upon commencement of employment.
POSITION DESCRIPTION – CHILDCARE ASSISTANT

1. POSITION TITLE: Childcare Assistant

2. EMPLOYMENT STATUS: Part-time contract

3. ANNUAL LEAVE: Pro Rata

4. SECTION: Little Learners

5. MAIN PURPOSE OF THE POSITION: To provide high quality Christ-centred care and education for children at Suncoast Little Learners.

6. DIRECTLY RESPONSIBLE TO: Director of Little Learners and ultimately the Principal

7. ADMINISTRATION:
   • assist in the development and evaluation of policies and procedures;
   • complete room records as required;
   • assist the teacher/group leader in the maintenance of the children’s records, observations and information in accordance with the Child Care Act and Child Care Regulations;
   • participate in the Child Care Quality Assurance Process;
   • complete all safety check lists, maintenance procedures as per policy; and
   • undertake an annual performance appraisal with the Early Childhood Teacher/Director of Early Years.

8. STAFF:
   • complete tasks directed by the Early Childhood Teacher/Group Leader;
   • maintain a positive working relationship with all staff;
   • participate in staff meetings, conferences and training courses, where appropriate; and
   • develop a cooperative relationship with all staff members, to ensure a smoothly operating classroom, and a consistently caring, secure and active environment for all children at all times.

9. CHILDREN
   • actively and positively interact with each child in their activities during play and learning;
   • attend to all children’s health and safety needs as required;
   • assist in providing a developmental challenging indoor and outdoor environment for all children;
   • support the children’s behaviour as outlined in the behaviour guidance policy;
   • develop a trusting relationship with all children;
   • treat each child with dignity and respect, taking into consideration any cultural, socioeconomic or other differences which may arise; and
• supervise all children throughout the day and maintain a safe and hygienic environment.

10. PARENTS
• communicate to parents regarding their child’s daily routine;
• develop and maintain excellent communication with all families; and
• support families in their role as parents.

11. PROGRAM
• implement a daily program to assist each child’s development based on their needs, interests and strengths;
• create a friendly, secure and stimulating yet comfortable environment, for the children;
• provide the best possible quality care and stimulating learning in a safe, secure and warm environment for all children, meeting all the spiritual, emotional, social, cognitive and physical needs of the children; and
• provide Christian Education to the children.

12. OCCUPATIONAL HEALTH AND SAFETY AND WELFARE
The Assistant is responsible for contributing to the maintenance of a safe and healthy work place. This includes the following:

• complying with any direction or instruction aimed at protecting the Occupational Health, Safety and Welfare of staff;
• cooperating and consulting with management and colleagues in the promotion of Occupational Health, Safety and Welfare matters;
• use of safe operating procedures to maintain healthy and safe working conditions and to avoid adverse effects on the health and safety of other staff;
• taking responsibility for their own safety as well as that of other staff and visitors to areas of work; and
• complying with equal opportunity, affirmative action and diversity initiatives and principles.

13. SKILLS AND ABILITIES
• demonstrated ability to communicate effectively with parents;
• demonstrated ability to relate well to young children;
• demonstrated ability to work well with other staff and to facilitate the development of teamwork;
• demonstrated ability to implement the Government Legislation, CCQS and Workplace Health and Safety policy;
• an understanding of the principles associated with the development needs and programming for children between the ages of three and six years; and
• demonstrated ability to implement Suncoast Little Learners’ policies and procedures.

14. EDUCATION SKILLS AND KNOWLEDGE
• completed or be enrolled Associate Certificate III in Children Services or equivalent;
- hold current Suitability (Blue) Card for child related employment issued by the Commission for Children and Young People; and
- hold current First Aid Certificate including CPR.

15. GENERIC WORK SKILLS & DISPOSITIONS:

a) Interpersonal Relationships
   - Works effectively and co-operatively with other team members.
   - Considers impact of own actions on other team members, students and parents.
   - Is committed to behaviour that reflects the Fruits of the Spirit and in a manner that fosters a positive team approach.

b) Professionalism
   - Attendance at meetings.
   - Punctuality and adhering to timelines.
   - Dress standard.
   - Engagement and contribution.
   - Adherence to code of conduct.

c) Analysis & Problem Solving
   - Breaks information into component parts, patterns and relationships whilst maintaining a sense of big picture and purpose.
   - Seeks further information or a greater understanding of a situation.
   - Uses logical and rational judgement and criteria.
   - Approach is underpinned by Christian worldview.
   - Thinks and works ethically and wisely.

d) Communication
   - Confidently represents self and the College.
   - Effective in verbal, written, and electronic communication within and outside the College.
   - Adjusts style to suit the person and the scenario.

e) Forward Thinking & Planning
   - Anticipates tasks, situations and future events taking into account the College calendar, colleagues and others.
   - Manages time effectively.
   - Anticipates implications due to changed circumstances.

f) Responsibility & Accountability
   - Demonstrates initiative.
   - Responds positively to accountability and direction.
   - Is accountable for their decisions and individual outcomes.

g) Adaptability
   - Adopts a flexible approach to new or changing situations.
   - Is open to suggestions for doing things differently.
   - Encourages others to embrace new ways of doing things.

h) Decisiveness
   - Prepared to make decisions.
   - Makes timely decisions.
   - Commits to a definite course of action.
   - Decisions and actions taken are appropriate to the situation.

i) Productivity
   - Has processes to achieve required outcomes.
   - Maintains quality at all times.
• Uses assigned resources to achieve desired objectives.

16. **WORK HEALTH & SAFETY:**
   a) promote a positive safety culture in the College;
   b) support the Principal in the establishment of a WHS Management System and in the carrying out of various roles and responsibilities in WHS;
   c) assist with the integration of the WHS Management System with other management functions of the College;
   d) comply with the College’s WHS policy, safe work procedures, instructions and rules;
   e) identify any unsafe behaviour, or unsafe or unhealthy conditions and report these to the Director;
   f) adopt risk management strategies to minimise risk of injury to people and property in the workplace;
   g) be responsible for own health and safety and for the health and safety of others in the workplace who may be affected by acts or omissions at work;
   h) cooperate with the Principal or other person so far as is necessary to enable compliance with any requirements under the Work Health and Safety Act 2011 and the regulations that are imposed in the interests of health, safety and welfare of the College or any other person;
   i) attend WHS education and training opportunities, as provided and apply learning;
   j) report or make such recommendations as they deem necessary to eliminate or minimise any hazards of which they are aware, regarding working conditions or methods;
   k) ensure own work areas are tidy and safe; and
   l) specific WHS roles and responsibilities include:
      • perform duties in a safe and responsible manner;
      • comply with reasonable instructions from the Director to carry out a safe work procedure;
      • wear supplied personal protection equipment;
      • be familiar with the safety data sheets (SDS) for any chemicals used and abide by the directions therein, particularly for use and storage;
      • seek approval from the Director prior to the purchasing of chemicals/equipment;
      • do not bring unapproved chemicals on site; and
      • cooperate in the annual WHS auditing process.

17. **OTHER TERMS & CONDITIONS OF POSITION:**
   a) **Confidentiality** - The College’s affairs are to be treated as confidential and are not to be discussed or disclosed to unauthorised persons or entities and you must undertake to preserve this confidentiality at all times whether or not employed by the College.
   b) **Personal Development** - You shall undertake such in-service training or other professional development seen as necessary by the College to maintain high standards and shall participate in the College’s performance review program and bring to the attention of the Director any needs for personal professional development.
   c) **Inherent Requirements** - You are required to acknowledge that it is an inherent requirement of the position to conform with the doctrines, tenets, beliefs or teachings of Christianity as espoused and interpreted by the College.
d) **Working Hours** – Your working hours are according to the above days and times. The College may require you to work for reasonable periods out of hours in relation to extracurricular activities. Time off in lieu in exchange for these periods is to be taken within six months of the activities.

e) The College retains the **right to re-allocate or change your duties** as the need arises.