



ROLE DESCRIPTION

Title:	Prep (Preschool) Teacher Aide
Date reviewed:	October 2018
Reporting to:	Head of Primary
Supervised by:	Prep Coordinator
Liaison with:	Headmaster, Head of Primary, Head of Operations
Department:	Primary
Classification:	Level 1.1 Pre-School/Childcare Services Stream
FTE:	38 hour/week (during School term) stand down in School Holidays
Qualifications/skills:	Certificate III in Children's Services Current NSW Working With Children Check Current First Aid Certificate
Other Requirements:	Be an active participant in the Christian faith

Vision

To provide a Christ centred learning environment that empowers each individual to enjoy a life of purpose.

Responsible for:

1. Assisting the Prep Coordinator / Teacher in the day to day running of the Prep Program.
2. Assisting in the implementation of a safe, warm, caring, healthy, stimulating learning environment in order that the physical, emotional, social and intellectual needs of the children and their parents are adequately met.

Key Areas:

Specific Accountability	Performance Standards
1. Assist in providing a dynamic learning environment.	A. Provide input into programs to meet the physical emotional, social and intellectual needs of the children. B. Participate in and contribute to the development, evaluation and reflection of the programme, including documentation in journals, day books and projects in line with the Teachers Program C. Provide rich, stimulating, age appropriate experiences that promote, encourage and foster a sense of wonder, curiosity, learning and independence. D. Implement appropriate positive guidance strategies and procedures, in consultation with the Prep Coordinator. E. Assist in the day to day smooth operation of the Prep classroom, as required by the Co-ordinator.
2. Provide quality, nurturing care to children.	A. Consistently interact with children in a caring and positive manner. B. Be pro-active in providing a safe, non-threatening environment. C. Observe and document each child's individual needs and behaviours



	<p>on an ongoing basis.</p> <p>D. Ensure a comfortable, inviting, stimulating, caring atmosphere is maintained.</p> <p>E. Treating each child as an individual and responding to their needs accordingly.</p> <p>F. Use positive techniques of guidance, redirection and reinforcement with children to assist them to self-regulate their behaviours and help guide the behaviour of others.</p> <p>G. Assisting in preparation and maintenance of resources to provide learning experiences.</p>
3. Provide appropriate physical care to children.	<p>A. Foster good nutritional values and a calm environment at mealtimes.</p> <p>B. Ensure children maintain a reasonable standard of personal hygiene.</p> <p>C. Contribute to classroom tidiness/cleanliness as part of the daily routine and as directed by the Coordinator.</p> <p>D. Respond to, report and record illness, accidents and emergencies according to the College policy guidelines.</p> <p>E. Check the outdoor environments each day for noxious/dangerous/inappropriate items.</p>
4. Contribute to the smooth functioning of the Prep Program.	<p>A. Accurately record and pass on telephone messages as required.</p> <p>B. Actively participating and contribute in Prep staff meetings and other organisational meetings and activities as required.</p> <p>C. Assist casuals/students/new staff to follow procedures ie. behaviour management, engaging in child-directed play, using appropriate language etc, and routines.</p> <p>D. Demonstrate initiative, innovation and flexibility in undertaking tasks, projects and other allocated work as required.</p> <p>E. Develop and maintain professional, respectful and appropriate relationships with staff and parents, remaining confidential at all times.</p> <p>F. Liaise positively, appropriately and professionally with parents and families regarding the children's day to day activities and their development.</p> <p>G. Refer parents to the Coordinator/Teacher regarding children's issues that are other than routine.</p> <p>H. Take responsibility for the cleanliness and general maintenance of the workplace, ensuring all equipment and resources are respected and preserved to an optimum level.</p>
5. Additional Responsibilities:	<p>A. Conduct other projects/duties as required by Teacher/ Coordinator and/or Head of Primary.</p> <p>B. Adhere to the Mount Annan Christian College Dress Code.</p>