



**Emmaus
Christian
School**

Position Description – Preschool Assistant

1. Purpose of the Position

Our Preschool Assistants provide supporting roles in the Preschool classrooms, working under the instruction of the classroom teacher to give children support and assistance.

2. Reporting Relationships

2.1. Reports to Principal through the:

- Preschool Director

2.2. Other key (non-reporting) relationships:

- Early Childhood Teaching Staff
- Executive
- Senior Staff
- Admin and Support Staff

3. Demonstrated Commitment

- To a faithful walk with the Lord Jesus Christ and membership of an evangelical Christian church.
- To the School's vision, core values and strategic priorities.
- To a growing understanding of the place of education, teaching and learning within a Biblical view of the world.

4. Personal Attributes

- The Preschool Assistant will:
 - be a Christian who is striving to live a life in accordance with God's word which is evident in lifestyle.
 - be willing and able to share a personal Christian faith and apply it to this role within the School.
 - be an active member of a Church Community.
 - understand that personal conduct should be above reproach as the successful applicant will be a role-model to all members of the school community.
 - be supportive of the School's vision which drives the School.
 - work independently, but also as part of a team.
 - analyse and problem solve effectively using initiative and foresight.
 - demonstrate excellent written and verbal communication skills.
 - ability to hold confidential and sensitive information without sharing, disclosing or discussing.

5. Responsibilities

5.1. Specific Areas of Responsibility

- The Preschool Assistant is responsible for:
 - assisting in support of students in the preschool classroom.
 - supporting the Preschool Director and classroom teachers in the planning, implementation and evaluation of the Preschool program.
 - assisting with observations of children.
 - ensuring the safety of children at all times.
 - assisting with the administration of medication to children when required.
 - assisting with providing behaviour guidance and support for children.
 - ensuring proper hygiene is maintained for children and staff.
 - assisting in maintaining a happy and caring atmosphere within the Preschool.
 - assisting with the implementation of Emmaus Christian School's policies, specifically those that relate to the Preschool.
 - assisting students with their needs – this may include assisting with meals, toileting and dressing of children where required.
 - other duties as directed, including cleaning, photocopying, filing, and the preparation, set up and pack up of resources, learning spaces and experiences.

6. Important Criteria Relating to the Position

- **Required:**

- Relevant qualifications (i.e. Cert III or Diploma in Early Childhood) OR a desire to undertake these qualifications whilst working
- First Aid certified (or a willingness to complete this prior to starting)
- Ability to work cooperatively and collaboratively as part of a broader team.
- Not been convicted of fraud or any offence related to dishonesty.
- Working with Vulnerable People card (or eligibility to obtain one prior to commencement)
- Regular attendance at a Christian church and demonstrated faith and lifestyle commitment are expected.
- Display confidentiality, tact, reliability and sensitivity to students and their families.
- Display respect and empathy for students and staff.
- Positively motivate students in a well-managed learning environment.
- Follow correct procedures for all school matters e.g., grievances.
- Have well-developed organisational skills.
- Participate in school activities requiring staff involvement – this may include attending staff meetings, conferences and devotions as required.

- **Desirable:**

- Knowledge of the early childhood sector with previous experience in an early childhood setting.
- Familiarity with EYLF and NQF guidelines
- Demonstrate commitment to professional development and learning.

7. School Structure



Emmaus Organisational Diagram Executive/Leadership Team

