

POSITION DESCRIPTION

Position:	Early Childhood (Kindergarten & Reception) Assistant
Reporting to:	Early Childhood Faculty Leader
Key Relationships:	Kindergarten/Reception Lead Teachers and Students, ECH Faculty

SUMMARY

The **Early Childhood (Kindergarten & Reception) Assistant** works together with the Lead Teacher in supporting children to participate fully in the school day. This includes managing the preparation, cooking and clean-up of the daily cooked lunch; working with the principle that children learn through imitation; and supporting the Lead Teacher with the rhythm of the day.

SPECIFIC DUTIES

Specific duties include (but are not limited to):

- Becoming informed about the individual needs of specific children
- Supporting children to help with food preparation and daily homecare tasks
- Working with small groups of children as directed by the Lead Teacher
- Resting with the children, including setting up and packing away of sleep mattresses
- Supporting children at transition times throughout the day
- Supporting children to participate at teacher-led times of the day
- Participate in end-of-day reflection conversations with Lead Teacher
- Actively attend and participate in regular meetings with Kindergarten staff and Early Childhood Faculty
- Allowing the Lead Teacher to be the "authority" in matters pertaining to the class situation
- Help to maintain an orderly and beautiful classroom environment
- Creating teaching materials, seasonal display resources etc. as directed by the Lead Teacher.
- Maintaining confidentiality
- Carrying out purposeful work whilst supervising children's outside play in support of the principle of imitation
- Attending Vital Years Conference and in-house training at Willunga Waldorf School to deepen their understanding of the Waldorf principles

KNOWLEDGE AND EXPERIENCE

- Understanding of Steiner/Waldorf education and Rudolf Steiner's theories of child development, especially as they relate to the first seven years of childhood
- Genuine interest and warmth for assisting children in a Waldorf learning environment
- Experience working with young children, including neuro-diverse children
- Excellent interpersonal skills with children and colleagues
- Ability to follow the Lead Teacher's methodology and direction
- Good observer and listener who enjoys providing support
- Finding ways of meeting an individual's needs that work
- Artistic/musical/ handcraft skills
- Understanding of the confidentiality requirements in a school environment
- Willingness to engage in continued professional development

PERSONAL SKILLS/ATTRIBUTES/KNOWLEDGE AND EXPERIENCE

- Generally positive attitude and outlook
- Ability to set boundaries with empathy and respect for children, colleagues and parent community

ESSENTIAL QUALIFICATIONS/CERTIFICATES

- Min. Cert III in Early Childhood Education and Care
- Food Handler Training Certificate
- Current SA Working with Children Check
- Current RRHAN-EC training certificate
- Current Providing First Aid in an Education and Care Setting certificate
- Current Child Safety & Protection training certificate

OTHER

- Follow School Policies and Procedures
- Uphold the School's vision, mission and ethos