



POSITION DESCRIPTION

Position Title:	Playgroup Assistant
Department:	Community Learning and Engagement
Date:	July 2022
Reporting To:	Community Learning and Engagement Manager
Reports:	Nil
Internal Liaisons:	Allied health professionals, health professionals, ECEC staff, family day care staff, playgroup staff, and business services staff.
External Liaisons:	Community organisations, councils, community services, ACECQA, tertiary institutions and others as required, children and families.

Company Overview

The Infants' Home Child and Family Services is a leading provider of high-quality early childhood education and care, allied health and early intervention services for children and families. For almost 150 years the key focus of our work has been supporting families and children experiencing hardship or vulnerabilities to make a more positive future. As one of Australia's most established charitable organisations, The Infants' Home is embarking on an exciting new phase as we head towards our 150th year in 2024.

Purpose/Key Objectives

Our Supported Playgroups provide entry point access for children and families to quality early childhood education and early intervention. Many of the families who attend are not accessing any other form of Early Childhood Education and Care.

The role of the Playgroup Assistant is to:

- Work as a team member alongside our playgroup coordinator, child and family health nurses and allied health therapists to provide a responsive environment that supports children's wellbeing, relationships and learning through intentional teaching, partnerships and critical reflection.
- Engage families in the playgroup program, provide evidence based advice to families to support them in their parenting journey and advice of other services families can access for support.
- Adhere to current health, safety and child protection policies (TIHC&FS and NQS).

Responsibilities:

1. Compliance and Organisational Requirements

- Ensure activities within the area of responsibility comply with:
 - Work Health and Safety legislation
 - Early Years Learning Framework
 - Child Protection Legislation
 - The Infants' Home vision, mission, policies, procedures and strategic goals

2. Children

- Promote a sense of belonging through engaging in meaningful, respectful and reciprocal interactions.
- Maintain the dignity and rights of every child at all times through maintaining high expectations of each child's capabilities.
- Uphold the organisation's principles of social justice and equity.
- Collaborate with team to develop learning environments.

3. Families

- Acknowledge families as a valuable resource and develop and maintain positive relationships with them based on mutual respect and open communication.
- Respond to concerns in a timely manner, directing them to the Playgroup Coordinator and Community Learning and Engagement Manager as appropriate.
- Maintain confidentiality at all times.

4. Team Work

- Work with colleagues in a spirit of co-operation to maintain and continuously improve the standard of the service.
- Contribute to an atmosphere of trust and professional respect through an attitude of openness, tolerance, constructive conflict resolution processes and maintenance of confidentiality.
- Attend staff meetings and any professional training sessions identified by the manager.
- Accurately and promptly, communicate all messages and report all issues to the manager.

5. Risk Management

- Follow policies and procedures to ensure compliance
- Maintain a safe, healthy and clean environment
- Identify hazards and take action to remove these hazards
- Ensure that all of the Work Health and Safety requirements are met
- Identify risks and report them in a timely manner

6. General

- Follow daily routine as decided by the Team.
- Support the provision of student/volunteer placement.
- Participate in research as required.
- Carry out all duties, responsibilities and specific tasks related to the shift being worked as well as specific duties allocated by the Community Learning and Engagement Manager and/or the CEO

7. Professional Conduct

- Exercise due care, skill and judgement and act at all times in accord with applicable professional ethics, principles, legislation and standards
- Be involved in performance appraisals, self-reflection and individual training plans, as required.
- Work within The Infants' Home integration model.
- Attend and participate in meetings, events and information nights.
- Promote the understanding and application of diversity

Essential Criteria

Qualifications/Experience

- Certificate III in Children's Services or equivalent (e.g. currently studying Bachelor Degree program in Early Childhood Education, Primary Education, Social Work, Occupation therapy, Speech Therapy or a related discipline.
- Current First Aid Certificate including anaphylaxis and asthma training (HLTAID004/HLTAID012)
- Completion of an approved child protection training unit/course (CHCPRT001/CHCPRT002)
- Experience working with children birth to school age and working in a team.

- **Knowledge, Skills and Attitude**
- Sound understanding of holistic approaches in working with children.
- Good written and verbal communication skills.
- Interest in broadening skills and professional development.

Desirable Criteria

- Experience working in playgroups and/or Early Childhood Education and Care settings. Knowledge of social justice and inclusion
- Previous attendance at short courses in Children’s Services related issues.

Please note, all employees at The Infants’ Home are required to have unrestricted working rights in Australia, a valid NSW Working with Children Check and up-to-date COVID-19 vaccinations.

I have read and agree to undertake the duties as outlined:

Name

Signature

Date