



POSITION DESCRIPTION

Position Title:	Playgroup Assistant
Department:	Integrated Services
Date:	April 2025
Reporting To:	Children's Services Manager (Centre Based)
Direct Reports:	Nil
Internal Liaisons:	All staff
External Liaisons:	Community Organisations, Councils, Family and Community Services, regulatory bodies, tertiary institutions, community members and others as required.

Company Overview

The Infants' Home Child and Family Services is an integrated child and family hub, providing high-quality early childhood education and care, allied health and early intervention services for children and families. For 150 years the key focus of our work has been supporting families and children experiencing hardship or vulnerabilities to make a more positive future.

Purpose/Key Objectives

The Playgroup Assistant supports the delivery of high-quality playgroup experiences by working collaboratively with the Playgroups team to create an environment that promotes children's wellbeing, relationships, and learning. This includes assisting with the setup, design, loading and unloading of equipment, and driving the equipment van to both onsite and community-based locations. The role also involves engaging families in the program, providing evidence-based parenting advice, and connecting them to additional support services where appropriate. Compliance with all health, safety, and child protection policies is essential. Currently, there are four grant funded playgroup sessions: Red Bug, Baby Time, Pathways, Father', Male Carers' and Children – held on Mondays, Tuesdays, Thursdays, and every second Saturday, respectively. All sessions run during school terms only.

Responsibilities

1. 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.

2. 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 Manager or Playgroup Coordinator as needed.

3. Compliance and Organisational Requirements

Ensure activities within the area of responsibility comply with legislation, including but is not limited to:

- National law and regulations
- Work Health and Safety legislation
- National Quality Standards (NQS)
- National Quality Framework (NQF)
- Early Years Learning Framework
- Child Protection Legislation
- The Infants' Home vision, mission, policies, procedures and strategic goals
- Legislation (federal, state and territory laws)
- Industrial instruments
- Common law
- NSW Workers Compensation Act 1987
- Workplace Injury Management and Workers Compensation Act 1998
- Privacy Law
- Long Service Leave Act 1955

4. 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 regular performance appraisals, self-reflection, and individual training plans.
- Work within The Infants' Home integration model.
- Attend and participate in meetings, events, and information sessions.
- Promote the understanding and application of integrity, inclusion, partnership, excellence, discovery, and diversity.

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 Work Health and Safety requirements are met.
- Identify risks and report them in a timely manner.

6. General

- Carry out all duties, responsibilities and specific tasks related to the role as well as specific duties allocated by the Children's Services Manager (Centre Based) and/or the Chief Executive Officer.
- The Infants' Home reserves the right to add or amend your duties and responsibilities in accordance with changing circumstances and operational needs within the boundaries of your skill and competence. Any such changes may be reflected in changes to your Position Description made at the discretion of The Infants' Home.

Essential Criteria

- Currently studying or holding a qualification in a relevant children's services field (e.g. Early Childhood Education, Primary Education, Social Work, Occupational Therapy, Speech Therapy, or a related discipline)
- Current First Aid Certificate (HLTAID011).
- Completion of an approved child protection training course (CHCPRT001/CHCPRT025)
- Experience working with children birth to school age and working in a team.
- Experience in facilitating small to large group recreational, play based experiences and events.
- Sound understanding of holistic approaches in working with children.
- Hold a current NSW driver's licence and be willing and able to drive a large van.
- Good written and verbal communication skills.
- Interest in broadening skills and professional development.
- Musical, artistic or remedial/holistic knowledge and experiences for children and adults e.g. yoga, baby massage or the like (desirable).
- Previous attendance at short courses in Children's Services related issues (desirable).

Please note, all employees at The Infants' Home are required to have valid working rights in Australia, and a current NSW Working with Children Check.

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

Name

Signature

Date