



Arnheim Early Learning Centre

learning through discovery!

PO Box 1430 Nhulunbuy NT 0881
t 08 8987 1004 f 08 8987 2004 director@govechildcare.com.au

Children's Services Professional Qualified Room Assistant

Title of position:

Children's Services Professional Qualified Room Assistant

Special conditions

- Attendance at out of hours meetings, training and service functions
- OCHRE Card
- Supervisor Certificate

Qualifications and requirements

- Diploma in Children's Services or equivalent qualification in accordance with Child Care Centre Regulations (2011) or studying
- Current Apply First Aid certificate HLTF311A
- Mandatory reporting
- Fire Safety / Awareness Training
- Appropriate skills knowledge and training in food safety and hygiene as required under the Food Safety Legislation (2004)
OR (ability to obtain any of the above)

Position Objectives

- Act as the Group Leader when Group Leader is not available
- Support Group Leader and work as a team
- Work within the centre's philosophy of care and maintain confidentiality
- Develop continual learning practices to increase own professional knowledge
- Provide quality care that meets the individual and group needs of children at the appropriate developmental level
- Liaise with and lead a staff team in the provision and evaluation of routines and developmentally appropriate, high quality programs
- Contribute to the development of the service's policies

Requirements of the Job

Key Areas - Skills

- Effective written and oral communication skills
- Ability to accept and provide supervision and direction
- Ability to interact with children in a positive, sensitive and respectful manner
- Ability to work with and plan effective programs for individual children with particular needs
- Highly developed observation and reporting skills
- Ability to contribute to and lead group discussions
- Ability to work in a team and autonomously



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- Effective leadership, supervisory and interpersonal skills
- Effective time management skills
- Ability to supervise, co-ordinate and direct staff, students and volunteers
- Ability to oversee groups of children and staff
- Work within Legislation to ensure service provision is equitable.
- Ability to deal calmly and effectively with a number of urgent matters at once.

Key Areas – Knowledge

- Sound knowledge of current child care practices
- Sound knowledge of child development
- Thorough knowledge of methods of observing and recording children's development
- Sound knowledge of child health including nutritional requirements, infectious diseases and infection control
- Thorough knowledge of QIAS and the Early Years Learning Framework and related support for staff
- Sound knowledge of Licensing Regulations and NCAC guidelines
- Comprehensive knowledge of centre's philosophy, policies and procedures
- Thorough knowledge of work practices

Responsibilities and duties

- Assisting in the preparation of materials and equipment for children's education and recreational activities
- Managing children's behaviour and guiding children's social development
- Preparing and conducting activities for children
- Entertaining children by reading and playing games
- Supervising children in recreational activities
- Supervising the daily routine of children
- Supervising the hygiene of children
- Work within the service's policies, procedures and philosophy
- Responsible for the quality of own work
- Provide supervision, guidance and support for staff, students and volunteers
- Work within appropriate centre time lines
- Develop, implement and evaluate high quality programs based on individual and group needs of children
- Provide objective, written and oral observations of children
- Supervise the development, implementation and evaluation of daily routines in consultation with staff
- Ensure that children's records are maintained, regularly updated and appropriately stored
- Deal with emergencies and hazards, direct other staff accordingly and report to the Director as soon as possible
- Provide a safe and healthy environment for children and adults



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- On the opening shift, Group Leaders are to remain on the verandah supervising breakfast and talking with parents on arrivals.

Cleaning duties

- Wiping down surfaces
- Emptying bins
- Cleaning bathrooms and toilet areas
- Mopping floors
- Other cleaning duties as directed

Occupational health and safety

- Take responsibility to read and understand relevant information and to assist other staff to do so
- Take reasonable care to protect own safety in the workplace and avoid adversely affecting the health safety and welfare of any other person through any act of omission, neglect or misconduct at work
- Ensure work practices are consistently within Commonwealth and State Legislation and organisational guidelines relating to Occupational Health and safety, equal opportunity and antidiscrimination in the workplace.

Organisational relationships

- Responsible to the Director and through her/him to the service operator/management
- Number of staff reporting to this position: At the discretion of the Director and within Licensing requirements
- Number of volunteers reporting to this position: At the discretion of the Director and within Licensing requirements

Extent of authority

- Work in partnership with the Group Leader and the other Room Assistants
- Work outcomes are monitored by the Director
- There is freedom to act and use initiative within established guidelines
- Has authority to direct staff below Group Leader levels, students and volunteers

Group Leaders may be required to assist in all areas included in the daily running of the rooms and daily care routines including nappy changes, serving food and cleaning rosters.



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DECLARATION

I have read the Assistant Director / Group Leader Job Description and agree to carry out the responsibilities and duties of this position diligently and to the best of my ability.

Name: _____

Signature: _____ Date: _____

Witness: _____

Signature: _____ Date: _____