

## **Kindergarten Assistant Part time Entry level opportunity in 2020**

Little Yarra is a Kindergarten to Class 12 Steiner School in Yarra Junction in the Yarra Valley. We are seeking a Kindergarten Assistant to work alongside our existing kindergarten staff working 9 hours, 11.15am to 2pm (including a half hour unpaid break) over 4 days per week during school term weeks.

This position would suit someone who is recently qualified or working towards their Steiner teacher training. It is offered for 1 year, commencing in Term 1, 2020.

The Kindergarten Assistant works alongside the Kindergarten Teacher in a supportive role. The Kindergarten Assistant is responsible for assisting and supporting the Teacher in delivering the Kindergarten program to the children. A Kindergarten Assistant at Little Yarra has appropriate qualifications for working in an early childhood setting, as well as appropriate training, experience or qualifications in Steiner Early Childhood Education. The Kindergarten Assistant reports directly to the Kindergarten Teacher. The Kindergarten Assistant is a Mandatory Reporter and as such carries a duty of care and responsibilities as outlined in the school's Child Safe Policy.

Key responsibilities of the Kindergarten Assistant are to:

- Support the Kindergarten Teacher in the delivery of an appropriate early childhood program congruent with the aims and methodology of Steiner Early Childhood Education
- Assist the teacher to establish and maintain rhythms throughout the day, week and seasons
- Help to maintain an environment which encourages creative, self-initiated play
- Assist with hygiene procedures and First Aid for children as required
- Assist in developing good relationships and effective communication with families
- Develop good anthroposophical practice and be willing to expand their knowledge, understanding and best practice of Steiner Early Childhood Education
- Inform the Kindergarten Teacher of any concerns, including behavioural, child safety and OHS
- Maintain confidentiality on all issues relating to children and families
- Maintain a duty of care and supervise the children when the teacher is not present
- Apply behaviour management strategies as required, including prompt and supportive responses to inappropriate or unsafe behaviour, consistent with School policies

### **Key selection criteria**

Ability to work in a supportive role to the Kindergarten teachers

Ability to adapt and work flexibly in an environment with young children

Commitment to act with integrity as a role model worthy of imitation

Ability to maintain orderliness and a nurturing environment appropriate for young children

Able to work cooperatively as part of a team  
Certificate III in Children's Services

**Desirable skills, knowledge and qualities**

Has a compassionate and caring disposition with a calm nature  
Demonstrates a willingness to undertake personal and professional development  
Professional, reliable and enthusiastic about their work  
Commitment to deepening an understanding and practice of Steiner pedagogy

Remuneration is in accordance with the appropriate category in the scale of the Educational Services (Schools) General Staff Award 2010 and inclusive of any above award payments being generally applied at the school.

Little Yarra Steiner School is committed to providing a child safe and child friendly environment. Our Child Safety policy and code of conduct is available on our website [www.lyss.vic.edu.au](http://www.lyss.vic.edu.au) or in hard copy on request.

Applicants must address the Key Selection Criteria in their application and submit it with a copy of their resume including contact details of three referees (including at least two who have acted in a supervisory capacity) to:

John Stewart  
Education Administrator  
Little Yarra Steiner School  
[jstewart@lyss.vic.edu.au](mailto:jstewart@lyss.vic.edu.au)

Applications close Friday 21<sup>st</sup> December 2019.