

## ROLE DESCRIPTION VOLUNTEER KINDERGARTEN ASSISTANT

Role details	
<b>Role title:</b>	bestchance Kindergarten Volunteer
<b>Reports to:</b>	Kindergarten teacher/staff supervisor
<b>Location:</b>	Various locations guided by volunteer preferences/kindergarten vacancies
<b>Program:</b>	Bestchance Early Years Management

Organisation Context
<p>bestchance Child Family Care is an independent, not-for-profit, community organisation located in the south eastern, eastern and western areas of Melbourne. Offices are based in Glen Waverley, Bayswater and Pakenham.</p> <p>bestchance adopts an innovative and holistic approach to assisting young children and families by integrating a range of specialist family oriented educational and welfare community services at the one complex.</p> <p>bestchance has zero tolerance of child abuse, and as such all staff are required to report to the up-line manager all instances of alleged or disclosed child abuse.</p> <p>The range of programs delivered include Family Day Care, Kindergarten, Family Support, Volunteers, Training, and Cheshire, an independent, primary school for children with social, emotional and learning difficulties. These programs recognise that the early years of a child's life are the most formative and influential and we strive to adhere to the principles of 'best practice'. This commitment ensures that families are, at all times, respected as the experts on their children and supported in an environment that is strength based and family centred. bestchance also works in partnership with families in managing a number of kindergartens under its Early Years Management Program.</p> <p>Refer <a href="http://bestchance.org.au">bestchance.org.au</a> for further information about bestchance Child Family Care and bestchance Training. bestchance is a child safe and equal opportunity employer, and all work places are smoke free environments</p>

**Child Safe Standards**

bestchance confirms the commitment of all bestchance employees, volunteers, Family Day Care Educators and contractors to ensure a safe environment for all children:-

- bestchance is committed to the safety and wellbeing of all children;
- bestchance has a zero tolerance of child abuse;
- we support children’s right to safety; and
- will act without hesitation to ensure a child safe environment is maintained.

It is mandatory for any Teachers registered to teach or who have permission to teach pursuant to the Education and Training Reform Act 2006 (Vic), Principals of government and non-government schools, registered medical practitioners, nurses and all members of the police force to report physical and/or sexual abuse against children. Any adult is mandated to report sexual offences against a child under the age of 16. It is a criminal offence for all adults who fail to disclose child sexual abuse to police. The new offence (27/10/2014) applies to all adults, not just those mandated to report.

All bestchance employees, volunteers, Family Day Care Educators and contractors must abide by the following:-

- Child Safe Policy and Procedure
- Child Safety Code of Conduct
- Child Protection Policy
- Reportable Conduct Scheme Policy (where required)

**Aims of the role**

- Work unpaid with, and under the direction of the teacher educator to support the provision of quality programs for children
- Support kindergarten staff to provide a safe environment that enhances children’s autonomy, initiative, self-worth and dignity
- Maintain confidentiality of all information within the kindergarten team and information from families

**Responsibilities**

**Responsibilities in relation to:**

**Children**

- Assist with the preparation and cleaning up of activities and learning experiences under the supervision of the Teacher Educator

- Attend to the physical, social and emotional needs of children as reasonably required by the teacher educator
- Be a positive role model to children and families, taking the cue of bestchance educators
- Specific responsibilities may include:
- Actively interacting with children as they participate in the program e.g. read stories, help with puzzle solving skills, cooking and gardening activities, support learning and interests of children generally
- Assist with small group experiences under direction and support of educators
- Support individual children as appropriate as directed by the supervisor
- Support children to develop their own self-help skills e.g. putting on smocks, tidying up after themselves, hanging up art work
- Encourage and motivate children in their learning.
- Support a safe environment in both indoor and outdoor play spaces
- Sit with children and chat at snack and mealtimes
- Listen to and engage in conversations with children

#### **Families**

- Ensure interactions with children and families reflect the Service Philosophy.
- Direct all queries from families to the kindergarten supervisor
- Maintain confidentiality on all issues relating to children and families and comply with the bestchance Kindergarten Cluster's Privacy and Confidentiality Procedure

#### **Staff**

Work as a member of a cooperative and professional team to maintain:

- Work safely in the workplace being mindful of OHS practices and procedures
- Ensure correct safety procedures are followed, including when lifting heavy objects
- Accurately and promptly communicate all messages and report all issues to the teacher educator, or to bestchance

#### **bestchance**

- Work in a cooperative and respectful manner with other bestchance staff, ensuring open communication on issues pertaining to the kindergarten
- All day to day issues/concerns to be communicated with the volunteer's kindergarten supervisor
- If an issue is not able to be resolved, or for any other queries about the organisation contact the Volunteers Coordinator

#### **Qualifications skills and attributes**

- A current Working With Children Check
- Be able to work under direction of a teacher educator following instructions
- Previous experience working with children an advantage
- Enjoy being with children
- Ability to communicate with children and adults
- Demonstrate warmth and flexibility
- Able to commit to a regular session preferably each week for a minimum of one term

#### **bestchance People Principles**

All staff, contractors and volunteers, and students on placement are required to adopt the following minimum standards in their work practices:

- behave honestly and with integrity
- treat people with dignity and respect
- work in a holistic and collaborative manner
- respect authority and the law and act accordingly
- use the resources of bestchance responsibly and in the best interests of the organisation and its' reputation
- be responsible for their actions and accountable for their consequences
- uphold the People Principles/Code of Conduct and the Child Safety Code of Conduct