



CANBERRA GRAMMAR SCHOOL

AN ANGLICAN SCHOOL - FOUNDED 1929

POSITION STATEMENT

Canberra Grammar School Age Care

Position:	Child Care Worker Level 4
Supervisor:	Director Grammar Child Care
Location:	Canberra Grammar School Age Care Programmes
Hours of Work:	As specified in letter of appointment
Salary:	Child Care Worker Level 4
Award:	Canberra Grammar School Support Staff Agreement 2008 - 2012
Conditions:	Appointment is subject to Police check
Probation Period:	3 months
Date Approved:	February 2008

Applicants who are not Australian citizens will be required to possess an appropriate visa or entry certificate authorising entry and residency for a period in excess of two years.

Applications must address the Selection Criteria and should be on plain paper only: please do not enclose in plastic folders. Completed applications with the names, addresses and contact phone numbers of two referees are to be addressed to:

The Headmaster
Canberra Grammar School
Monaro Crescent
Red Hill ACT 2603

or emailed directly to: employment@cgs.act.edu.au

RESPONSIBILITIES:

In consultation with the Director/Assistant Director, a Level 4 Child Care Worker will have the following responsibilities.

The Program:

- Responsible for the preparation, implementation and evaluation of a developmentally appropriate program for individual children or groups of children in care;
- Responsible for recording observations of individual children or groups of children for program planning purposes for qualified staff;
- Assist in the implementation of daily care routines;
- Ensure the services policies and procedures are adhered to;
- Responsible for food preparation, cleaning and general maintenance under the guidance of the Assistant Director/Director;
- Demonstrate knowledge of hygienic handling of food and equipment;
- Assist with preparing the environment, setting up interesting activities and cleaning away equipment and supplies;
- Prepare afternoon tea as directed;
- Work in accordance with food safety regulations;
- Maintain confidentiality and not discussing own personal life with or in front of the children;
- Create a friendly, secure and stimulating interactive-learning environment for children at all times;
- Ensure a safe environment is maintained for both staff and children;
- Undertake and implement the requirements of quality assurance.

The Children:

- Ensure that records are maintained accurately for each child;
- Develop awareness of and assist in maintenance of the health and safety of the children in care;
- Give each child individual attention and comfort as required;
- Under direction, work with individual children with particular needs;
- Treat each child with dignity and respect, taking into account any individual cultural or socio-economic differences;
- Develop, implement and evaluate daily care routines;
- Assist with guiding and assisting children in all types of play, craft, music etc. and use own initiative in setting up and monitoring activities;
- Assist with implementing the programme in a flexible manner that is compatible with the children's age, needs and interests;
- Assist with developing the skill of participation in supervision of all games and activities;

- Supervise children during all activities ensuring that the highest safety standards are maintained;
- Be consistently alert to rough play and dangerous situations and report these to Supervisor/Assistant Director;
- Ensure the health and safety of the children in care;
- Respond to children in a non-aggressive way. All conflict must be dealt with a calm and non-threatening, non-judgmental manner;
- Not use corporal punishment of any kind;
- Maintain appropriate health practices when responding to children's physical needs.

The Staff:

- Responsible for the direction and general supervision of other employees up to CSE Level 3;
- Responsible to the Assistant Director/Director for the supervision of students on placement;
- Assist in the direction of untrained staff;
- Attend staff meetings and participate in training when required;
- Work as a member of a team and assist other staff in appropriate ways;
- Communicate effectively and develop a co-operative relationship with other staff members;
- Treat each staff member with dignity and respect;
- Be punctual and give prompt notification of unavailability.

The School and Parents:

- Liaise with families;
- Sharing positive information about the children with their parents.

SELECTION CRITERIA

Essential:

- Diploma in Children's Services or equivalent and who, in accordance with licensing requirements, is appointed as the person in charge of a group of children in the age range from birth to 12 years;
- Possess sufficient knowledge, skills and experience to perform the duties of this level;
- Demonstrated communication skills and the ability to relate positively to staff, children and parents;
- Willingness and ability to work as a member of a team;
- Satisfactory Police Check
- Current Senior First Aid Certificate or willingness to obtain one;
- Willingness to learn and undertake professional development;

- The ability to carry out the duties of that position.

Desirable:

- Previous experience working in School Age Care/Children's Services Programmes;
- Knowledge and understanding of children's needs including children with additional needs;
- Evidence of good health and an ability to cope with varying demands effectively.

A S Murray
25 February 2008