



Position Description

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| Position Title | Kindergarten Inclusion Support Assistant |
| Directorate | Education, Training & Research |
| Reports to | Team Leader Early Years Inclusion |
| Date of Job Description | 26/08/2022 |
| Conditions | Conditions of employment are documented in the Mallee family Care Enterprise Agreement 2012 |
| Employment Status | Part-Time Fixed Term Contract |
| Salary | This position is classified as Band 1 – Program Assistant, with a salary range of \$54,708 - \$58,931, dependent on qualifications and experience, plus superannuation and the ability to salary package up to \$15,834 tax free, pro-rata |
| Hours of Work | This is a part time position. Work outside normal office hours may be required. |

Position Objectives

The Kindergarten Inclusive Support (KIS) Program focuses on enhancing a kindergarten’s capacity to provide a program that is inclusive and responsive to the individual strengths, abilities, and interests of children with a disability, ongoing high support needs or complex medical needs.

The Kindergarten Inclusive Support Assistant is funded from a KIS package and will work as a member of the kindergarten team by delivering a program that is inclusive of all children in the group. This support allows the early childhood teacher to build the capacity of the team, in order to respond to the needs of all children in the program.

| Key Responsibilities & Duties | Performance Expectations |
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| <p>To work as a member of a co-operative team in order to assist with the provision of an inclusive educational program for the child with special needs and other children within the kindergarten program.</p> | <p>To support the Kindergarten teacher to provide an educational program in the Kindergarten. To assist in the implementation of the educational program within the context of the philosophy and principles of inclusion. Work with children in small/large groups or individually where appropriate. Inform the teacher of any relevant observations made of the children. Direct any queries from parents or visitors to the centre, to the teacher. Raise any matters of concern with the teacher. Attend orientation prior to commencing the KIS role at appointed kindergarten. Assist in entering daily reflection in communication books, observations or written records. Assist in the preparation of materials and equipment where required. Assist with end of year tasks in contracted hours. Notify KIS coordinator if funded child is absent & be flexible to move within different kindergarten settings. Submit fortnightly time sheets signed by teacher.</p> |
| <p>To participate in regular supervision and in training opportunities to enhance knowledge in the area of children's development and special needs.</p> | <p>Attend supervision with KIS Coordinator as required or per term. Request supervision with KIS Coordinator when necessary.</p> |
| <p>To be compliant with the policies and procedures of Mallee Family Care and the Early Childhood Education Centre where working.</p> | <p>Familiarise self with policies and procedures relevant to the role.</p> |
| <p>To be compliant with MFC E Learning courses.</p> | <p>Completing compulsory allocated courses each quarter.</p> |
| <p>To undertake other duties as may reasonably be required.</p> | <p>Undertaking other duties required by your Line Manager.</p> |
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Qualifications and Experience:

- Qualified or working towards minimum qualifications in certificate 3 in children's services, certificate 3 education support, certificate 4 in disability
- Knowledge of the philosophy and practices of inclusion
- Understanding and knowledge of the Victorian Early Years Learning and Development Framework.
- Experience working with preschool children and/or in a preschool setting would be an advantage
- The ability to work as part of a team
- A flexible approach to work

Key Selection Criteria:

Applicants are invited to submit their application addressing the following selection criteria:

- Demonstrated experience with kindergarten age children and/or working in a kindergarten setting
- An understanding of inclusion
- The ability to strictly maintain confidentiality
- An ability to work flexibly
- An ability to work co-operatively with all staff members
- The ability to maintain confidentiality in regard to all families and their children in the preschool

Organisation Structure and Values

Mallee Family Care is a Company Limited by guarantee with a community based Board of Management. It was established in 1979 and is a large and diverse community service organisation, providing a wide range of services to the communities of North West Victoria and South West New South Wales.

Day-to-day management for the agency is the responsibility of the Chief Executive Officer, Director Corporate Services, Executive General Manager Community and Wellbeing, Executive General Manager Education, Training and Research and Executive General Manager Child and Family Services.

This structure has been designed to ensure a clear focus on the delivery of services and to utilise the skills and experience of staff in the most efficient and effective manner.

Our Vision

Empowering the vulnerable and disadvantaged in our communities.

By this we mean we want:

- Communities where vulnerable children will be protected.
- Communities where disadvantaged families and individuals will be supported.
- Communities that are committed to supporting those in need.

Our Mission

To enrich lives and to increase opportunities (for those in need) through:

- Services;
- Education
- Research; and
- Advocacy

Our Approach

Our approach to achieving this strategic intent will demonstrate that:

- We are focused on the resolution of issues and will be flexible and adaptive in our approach.
- We understand our communities, we are informed by practice and our focus is on outcomes that matter.
- We work in partnership with stakeholders.
- We consult broadly and engage with our communities.

Other Information:

At Mallee Family Care we are deeply committed to the people with whom we work. We therefore go to great lengths to ensure that the positions we make available are filled by the most appropriate applicants. To assist with this we undertake a number of selection processes beyond initial interviews.

Appointment to the position will be subject to the satisfactory completion of the following:

- Psychological Personality Assessment – California Personality Index (CPI)
- Medical Disclosure
- Six month probationary period
- Referee Checks (two nominated referees including your supervisor if you are currently working)
- Photocopy of Driver's Licence.
- Police Check
- Working with Children Check
- Safety Screening Statutory Declaration

Benefits of working at Mallee Family Care

- Discounted membership of your nominated gym/health club.
- Direct salary deduction
- Partially paid study leave and practical assistance available for approved courses after one years of employment
- Confidential, responsive counselling available for time when personal and work related issues may affect your ability to perform at work (Employee Assistance Program – EAP)
- Flexible working arrangement options (where appropriate)
- Up to date and ergonomic furniture
- A happy and family friendly work environment