ROLE DESCRIPTION | PRESCHOOL ROOM ASSISTANT /CHILDCARE WORKER

THE SCHOOL

Glenaeon is an independent Steiner school offering a holistic curriculum from Pre-School to Year 12 that meets and enriches the NSW syllabus requirements.

Our educational philosophy and practice was developed by and evolves out of the work of Rudolf Steiner. Our approach to learning encourages expansive thinking, development of the living spirit and profound connection to the wisdom of the past, realities of the present and possibilities of future.

Learning at Glenaeon takes place in a truly unique setting blending natural and built environments within a deeply connected community – people, place, purpose.

OUR MISSION

We provide a holistic and rigorous education that inspires imagination, creativity and the growth of good character within a deeply connected community.

OUR VISION

"Our highest endeavour is to develop young men and women who out of themselves are able to impart meaning and direction to their own lives".

- Dr Rudolf Steiner (attributed)

ROLE PURPOSE

The Preschool Room Assistant/ Child Care Worker assists in the provision of quality care for individual children by providing an environment where the imagination of the child is enhanced and the development of the creative, social and physical skills of the children is fostered, following the indications from Rudolf Steiner for early childhood education. The Preschool Room Assistant/ Child Care Worker implements the procedures and policies adopted by Glenaeon Rudolf Steiner Preschool. The Preschool Room Assistant/ Child Care Worker will be part of the pedagogical team of Early Childhood professionals and will act as a sub group of the Glenaeon Rudolf Steiner School Limited's Staff.

REPORTING RELATIONSHIPS

Reports To: Preschool Director

Direct Reports: None

Glenaeon
Rudolf Steiner School

KEY RESPONSIBILITIES

1. Service Offering

- Perform room assistant duties as per roster description and daily requirements following the ethos and educational foundations of Steiner Early Childhood Education as required.
- Contribute to the development of children's observations, records and follow-up actions in the program and help maintain portfolios of work.
- Carry out administrative duties from time to time as required.
- Assist with preparation of reports as requested by the director.
- Participate in meetings on a weekly and monthly basis, conferences and training for professional development each term break. Attend regional meetings as available.
- Have a clear understanding of the latest Regulations, NQF and Quality Improvement and Accreditation system.
- Be aware of and follow Occupational Health and Safety requirements
- Observe, report or respond to the environment to ensure good repair and security of the facility building, equipment, resources and records. Ensure that the environment is safe and free of hazards.
- As mandated by the Ombudsman, the Teacher reports any suspicions of a child being at risk of harm to the Department of Community Services.
- Maintain up to date Working with Children checks, Child Protection, First Aid and professional qualifications.
- Other duties as required by the Director of Preschool.

2. Student Management

- Support the Room Leader to hold the authority in the room, the tone and the provision of a secure anchor of warmth for the children.
- Acknowledge each child and respect him/her.
- Provide a nurturing and caring environment which, ensures children's needs are met and interests fostered.
- Help each child to integrate into the Glenaeon Preschool community.
- Administer first aid and medication to the children as required and in accordance with centre policy.
- Contribute to accurate record keeping of children's attendance, daily times of arrival and departure.
- Monitor the health and wellbeing of each child as requested.
- Provide an environment, which encourages imaginative play and creative expression, in which each child has the potential to develop creative, physical and social skills.
- Share the responsibility of domestic duties including cleaning and changing wet and soiled children.

3. Team collaboration

- Contribute to positive relationships within the staff community and between the staff and parents.
- Participate in regular opportunities for peer appraisal and performance feedback.
- Attend regular staff meetings and other meetings out of hours as required.
- Join with staff in planning and maintaining the vision for Glenaeon Preschool.
- Participate in the induction and support of new and casual staff.

4. Families and Community Relations

- Maintain confidentiality for all families using the service
- Acknowledge each parent and treat them respectfully.
- Communicate professionally with parents with regard to the daily activities, needs and concerns of the children.
- Foster positive relationships with parents that come to or enquire about Glenaeon Preschool and provide orientation for new families.
- Advise parents of support services, parent education workshops and talks.
- Keep parents informed about upcoming events and newsletters etc.
- Address parent grievances and concerns with openness and warmth.
- Maintain links with the local community, professional support service and the Glenaeon School community.
- Develop respectful relationships with indigenous representatives.

REQUIREMENTS FOR THE ROLE

- Good communication, conflict resolution and interpersonal skills;
- Strong written communication skills;
- Collaborate and work effectively in a team;
- Holds or working toward Cert III or Diploma in Early Childhood Education and Care.
- Working towards Steiner 1 year p/t Early Childhood qualification - highly regarded;
- An enthusiasm for working in a preschool and love of children;
- An understanding of child development as outlined by Rudolf Steiner - advantageous;
- Knowledge of Steiner educational foundations and curriculum – highly regarded;
- An ability to contribute to the class community of children and families;
- A commitment to developing personal artistic and musical skills;
- The ability to be innovative, outcome oriented, and actively responsive to the needs of the preschool;
- Openness to staff appraisal and self-reflection and ability to undertake lifelong learning;
- Sense of humour.

WORK HEALTH AND SAFETY (WHS)

Actively support and contribute to the maintenance and development of a safe working environment by:

- Identifying and reporting incidents/hazards/injuries/potential hazards;
- Participating in WHS training and education as appropriate; and
- Engaging with the School's WHS policies and procedures.

CHILD SAFETY

All children and young people who come to Glenaeon Rudolf Steiner School have a right to feel and be safe. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe, and are able to actively participate in decisions that affect their lives.

We have a zero tolerance for child abuse and other harm and are committed to acting in students' best interests and keeping them safe from harm.

The School regards its child protection responsibilities with the utmost importance and is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture.

Each member of the School community has a responsibility to understand the important and specific role they play individually, and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all that they do, and every decision they make.

The School's Statement of Commitment to Child Safety has been designed to reflect the National Principles for Child Safe Organisations.

TERMS OF EMPLOYMENT

Variable as per contract.

REMUNERATION

Based on Independent Schools NSW (Professional and Operations Staff) Cooperative Multi-Enterprise Agreement 2025.