

# Early Years Supporter

## Position Information Document



<b>Classification</b>	Education Support Officer Grade 2
<b>Location</b>	Compass Catholic Community 8 Mitchell Street, Davoren Park SA 5113
<b>Responsible to</b>	Early Years Lead
<b>Status</b>	Part Time
<b>Hours of Duty</b>	20 hours per week during term time, Monday to Thursday, 10am-3pm
<b>Commencement</b>	ASAP
<b>Tenure</b>	Permanent
<b>Salary</b>	As per the current South Australian Catholic Schools Enterprise Agreement

### Compass Catholic Community's Vision and Intent

A Catholic community of courage, hope, faith, love, and compassion. A space that is safe, both physically and psychologically. A place where we facilitate the doing of hard things. An environment of unrelenting love and respect, because we all matter absolutely. A people on the path to living a life that is meaningful to them, through agency, engagement, and connectedness.

## Broad Purpose

The Early Years Supporter is a hands-on support role and integral to the life of Compass Catholic Community. The Early Years Hub is an important barrier-removing offering for the students of Compass Catholic Community who have caring responsibilities for children, giving them access to educational opportunity at Compass, whilst having their children cared for in a high quality environment.

This role will be responsible for supporting learning and assisting other staff in delivering the program for the children who attend, and supporting their carers in their learning journey at Compass.

This role will:

- Work with individual children and groups of children as they engage in developmentally appropriate programs
- Work with other team members in the inclusion, support and care of children
- Support the inclusion of children with additional needs, including children with disabilities, children with complex health support needs and children from culturally and linguistically diverse backgrounds

All staff are expected to support the aims and philosophy of Compass Catholic Community by your conduct and interactions with the school community, and by being an example of Christian values. Further, as part of this role, you are expected to perform other duties that occur within schools, such as attend staff meetings, participate in reasonable out of school hours events, and other required activities.

## Key Working Relationships

This Role reports to the Wellbeing Lead, through the Early Years Lead, and works closely with:

- Children
- Staff of the Early Years Hub
- Parents and caregivers at Compass
- Students
- Learning Supporters
- Learning Facilitators
- All Operations staff
- Partnerships Lead
- External children and parent supports
- Relevant Catholic Education Office and CESA Staff

## Key Duties and Responsibilities

The Early Years Supporter will

- Assist in the preparation, implementation and evaluation of developmentally appropriate programs for individual children and groups
- Be responsible for recording observations of children for programming planning purposes for the Early Years Coordinator
- Work with individual children with particular needs
- Work in accordance with food safety regulations
- Form positive relationships and appropriate interactions with children and their carers
- Implement positive behaviour management procedures
- Work with other team members in the inclusion, support and care of children
- Support the set up and maintaining of a stimulating learning environment both indoors and outdoors
- Provide first aid if required
- Maintain effective communication with all other members of staff
- Develop and maintain positive relationships with parents
- Support the inclusion of children with additional needs, including children with disabilities, children with complex health support needs and children from culturally and linguistically diverse backgrounds
- Have practical knowledge of the Early Years Learning Framework and National Quality Standards
- Be an active member of the Early Years Team, assisting in the delivery of a high quality early childhood education and care program

## Wellbeing

The Early Years Supporter will:

- Uplift, implement and live out in your practice The Compass Way and the Compass Wellbeing Framework development through:
  - Implementing and demonstrating key pieces of IMPACT training, such as safe base, unconditional connection and play play play.
  - Participating in professional development as required
  - Maintaining a growth focused intent in all work with children, young people and colleagues
  - Participating as directed in the creation of Growth Action Plans (GAPs)
- Provide support to students in crisis and difficulties, with support from the Wellbeing Team;
- Assist students to access and interact with external professionals and supports as needed, including supporting them by travelling offsite

## Spiritual Life of the School

The Early Years Supporter will support the Principal to:

- Ensure the Catholic ethos and core values permeate all aspects of the students' activities in the school.
- Support the Catholic faith of the school.
- Demonstrate faith as an integral part of the mission of Compass Catholic Community.
- Provide students with meaningful faith formation and religious experiences.

## Other Duties

The Early Years Supporter will:

- Work as part of the team at Compass Catholic Community to uphold culture, build capacity and iterate structures
- Be committed to and undertake personal and professional learning to implement innovative practice to enhance student and school outcomes
- Complete all administrative tasks accurately and on time.
- Participate in CESA and other external networks, programs, opportunities and working groups as required
- Undertake any supervision required for the wellbeing and education of students diligently.
- Participate in any staff-related initiatives implement by Compass, including mentoring, Communities of Practice and Reflective Coaching
- Attend staff meetings, Wellbeing Team meetings and all other meetings as required.
- Maintain high standards of professionalism.
- Be willing to participate in all aspects of Compass Catholic Community life with authenticity
- Develop positive relationships with students, caregivers, colleagues and the wider community.
- Undertake other duties as determined by the Principal.

## Qualifications and Experience

The Early Years Supporter will have:

- Completion of, or working towards Certificate III in Early Education and Care or higher.
- Experience with and passion for working with children in supportive, positive, and professional ways
- Proficiency in the use of computer systems and software, including the Microsoft Office Suite and SEQTA (or equivalent education software).

## Personal Qualities

The Early Years Supporter will demonstrate:

- Ability to collaborate in an educational environment that is innovative, and focused on continuous improvement with students at the centre of the work;
- Ability to work, and thrive in an 'alternative' learning environment, working effectively as a team;
- Willingness to engage in professional relationships with authenticity and openness
- Highly developed written, verbal and interpersonal communications skills, with the ability to interact with a variety of people from diverse backgrounds and experiences and work as part of a multi-disciplinary team.
- High level of organisational skills, with a proven ability to plan strategically, solve problems, prioritise tasks, meet deadlines and ensure attention to detail
- Commitment to ongoing professional development, continuously seeking opportunities to enhance skills and knowledge in inclusive practices and alternative education

## Professional Responsibilities and Requirements

- Demonstrate a commitment to participate in activities and practices that support and develop Compass' Catholic ethos
- Adhere strictly to the Code of Conduct for Staff employed in CESA schools
- Comply with the requirements of the Privacy Act, ensuring the protection of personal information
- Understand and act in accordance with the South Australian Commission for Catholic Schools (SACCS) policies, as well as Compass' own policies, guidelines and procedures
- Attend and participate in all meeting as required
- Carry out all delegated responsibilities with professionalism and diligence
- Perform mandatory notifications as required by law
- Demonstrate an understanding and commitment to the Compass Wellbeing Framework, and the elements of the IMPACT training
- Participate in performance review processes as required;
- Be able to demonstrate an understanding of, and commitment to, principles of social justice, gender and equity.

### Acquire and maintain

- Working with Children Check clearance;
- Hold current certification in Responding to Abuse and Neglect in Education and Care;
- Adherence at all times to the *Protective Practices for staff in their interactions with Children and young people*;
- First Aid Training;
- A current driver's licence

## Work, Health and Safety

This role is deemed to be a worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a worker, while at work you must:

- Take reasonable care for your own health and safety;
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons;
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer;
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

*(Reference: Division 4, Section 27 and 28 WHS Act 2012)*

**Please note:** This position information document indicates the general nature and level of work performed by the person in this role, and is not a comprehensive listing of all responsibilities, tasks and outcomes.