



## **Before and After School Club Assistant**

Blue Gum Montessori School is seeking an experienced a before and after school club assistant for OSHS and vacation care programs at Blue Gum Montessori School.

Blue Gum Montessori School (BGMS) is situated in the southern suburb of Bibra Lake, and is an independent school offering curriculum based on the Montessori philosophy for students from Lower to Upper Primary. The school is an equal opportunity employer and makes decisions relating to staff in a consultative and inclusive manner.

### **Position Objective**

Reporting to and in coordination with, the Assistant will assist in delivering the Early Bird Breakfast & After School Club program for children at Blue Gum Montessori School which complies with relevant regulations, quality standards and codes of practice.

Work closely with Blue Gum Montessori staff, other service providers and the community to maximise outcomes for children.

### **Key responsibilities and duties**

#### **1. Professional practice**

Assist in operating the Early Bird Breakfast & After School Club program in accordance with the vision and mission statement and philosophy of Blue Gum Montessori School.

#### **2. Program delivery**

- Assist the Coordinator and Supervise routines
- Provide nutritious food to students as required
- Foster learning experiences
- Assist and maintain the Montessori prepared environment
- Initiate and enhance communication, and the development of relationships, between children, families and staff.

#### **3. Documentation and communication with families**

- Communicate with others in a respectful and appropriate manner
- Collaborate with families and community
- Maintain accurate and up-to-date attendance registers and parent contact information.

#### **4. Management Skills**

High quality management skills and ability to coordinate the smooth running of the program.

#### **5. Specialist knowledge and skills**

- Develop, implement and evaluate education programs for individuals and groups of children
- Understand child development with empathy to Montessori pedagogy
- Well-developed communication skills
- Experience working inclusively with children who have additional needs
- Experience working inclusively with children and families from diverse cultural and linguistic backgrounds with knowledge of a range of culturally relevant program resources and learning experiences.



## **6. Qualifications and experience**

- Cert III or Diploma Early Childhood Education
- Current First Aid Certificate
- Working knowledge of the relevant regulations, quality standards, frameworks and codes of practice
- Mandatory Reporting training within the last 24 months
- Current Working with Children card.

## **7. Key selection criteria**

- Meet the qualification and experience requirements
- Knowledge of child development and capabilities
- Knowledge of CCS standards highly desirable
- Fully competent in Qikkids
- Food handling certificate
- Ability to work collaboratively with children, families and other professionals
- Exceptional IT, written and interpersonal communication skills.
- of employment.
- Commitment to ongoing learning and development
- Have a keen interest in the Montessori Method of education.
- Current certification in First Aid, Anaphylaxis and Asthma Plan training.
- Mandatory Reporting training completed within the last 24 months at date

## **8. Hours of work**

- This role requires the employee to work 48 weeks per year
- Breakfast Club - Monday to Friday – 6:45am – 8:45am
- After School Club - Monday to Friday - 3:00pm – 6:00pm
- Vacation Care Hours
- The successful applicant will also be expected to attend PDs after School and some evening school functions each term.
- This role requires the employee to work 48 weeks per year
- Commence asap – Contract until the end of 2020

Interviewing for this position as applications are received.

Blue Gum Montessori School takes child protection seriously. All candidates for roles at Blue Gum Montessori School are subject to screen and assessment against child safety standards as part of our thorough recruitment process.

Only those applicants who possess the relevant qualifications and experience may progress further in the selection process. Closing date is the 11 September 2020.