

# Position Description

## Play Helper

### Position Details

<b>Position Title:</b>	Play Helper
<b>Status:</b>	As per employment contract
<b>Division:</b>	As per employment contract
<b>Classification:</b>	SCHCDS Level 1
<b>Position Reports to:</b>	Regional Manager – Sunshine Coast
<b>Direct Reports:</b>	Nil

### Play Matters Purpose

Play Matters Australia (formerly Playgroup Queensland) is a registered charity with the Australian Charities and Not-For-Profit Commission. In conjunction with government, non-government, and community agencies, Play Matters supports and establishes state and national parenting programs aimed at families with young children. Play Matters also acts as a voice to the government and the wider community on early childhood and parenting.

Operating for more than 50 years, our Company aims to provide children from birth to five years with the best start to their life by providing their parents and caregivers with skills and confidence to support their child through the fundamental act of play. Our Company ethos of recognising parents and caregivers as a child's first teacher is embedded in all programs. Play Matters has developed and delivers a range of tailored, early intervention programs that are underpinned by evidenced-based methodologies. Our programs are both government-funded and operate commercially across Queensland and Australia.

### Purpose of the Position

The primary role of the Play Helper is to work alongside the facilitator to deliver play experience sessions that are welcoming, inclusive and developmentally appropriate.

### Play Matters Values

The Play Matter Australia values are as follows. It is expected that all staff embody these values whilst working with Play Matters Australia.

<b>Creative &amp; Fun</b>	We encourage innovation and celebration that is equitable and inclusive
<b>Collaborative</b>	We work together effectively to build relationships, harness everyone's capabilities to achieve positive outcomes



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<b>Welcoming &amp; Inclusive</b>	We foster a friendly, supportive environment that embraces diversity and contributes to a respectable/safe culture
<b>Contemporary practice</b>	We keep abreast of emerging challenges, opportunities, and current practice, striving to continually improve to enact positive change
<b>Accountability</b>	We are committed to honesty and integrity and take responsibility for actions to ensure effective stewardship

### Play Matters Statement of Commitment to Children

Play Matters Australia is committed to the safety of children and young people across the organisation. All children and young people have a right to feel safe and to be safe at all times. PMA will not tolerate any abuse or neglect of children or young people involved with our programs. Refer to the Play Matters Australia full [Statement of Commitment](#) here.

### Key Relationships

<b>Internal Relationships:</b>	Coordinator Executive Manager Facilitators Play Matters team members and volunteers
<b>External Relationships:</b>	Parents/Carers/Families Partnering Organisations Local Service Providers Relevant Community Organisations

### Key Responsibilities

The key responsibilities for this role will include the following, as well as those that may be delegated from time to time by the Facilitator or Coordinator. Performance outcomes and measures will be outlined and reviewed yearly in accordance with PMA's Performance Review policy and procedures.

### Program Delivery

- Supports the creation of a calm, relaxed environment where children are encouraged to move freely and safely
- Prepares for and delivers developmentally appropriate play experiences to achieve program outcomes
- Communicates with parents in the group and/or Facilitator about the specific needs of their children within the scope and context of program delivery, so their needs can be met
- Role models safe children's play and assists children to negotiate the opportunities and challenges of being part of a social group
- Assists the facilitator to set up and pack down resources as required



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### Compliance and Administration

- Complies as far as you are able, with any reasonable instruction, policy or procedure that is given by Play Matters Australia
- Completes general administrative tasks as directed by the Facilitator and/or Coordinator

### Workplace Health & Safety (WH&S)

- Takes reasonable care of personal health and safety and ensures actions or omissions do not adversely affect the health and safety of other persons
- Contributes to a workplace environment and culture that adheres to WH&S legislation

### Capabilities for Success, Experience and Qualifications

Within the context of the role described above, the ideal candidate will be someone who can demonstrate the following capabilities. Please refer to the PMA Capability Library (available on commencement of employment) for further information surrounding specific behaviours associated with each capability listed below.

#### PMA Values

Capability	Description	Level of Proficiency
<b>Values Alignment</b>	Embodies the PMA values of Creative & Fun, Collaborative, Welcoming & Inclusive, Contemporary practice, and Accountability.	1

#### Core Capabilities

Capability	Description	Level of Proficiency
<b>Achieving</b>	Utilises resources, systems and process to achieve results in addition to taking initiative, monitoring progress with a commitment to quality outcome.	1
<b>Learning</b>	Demonstrates self-awareness, and self-motivation for continuous learning, taking onboard feedback and applying new skills on the job.	1



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<b>Self-regulation</b>	Manages one's behaviour through self-monitoring, self-evaluation and self-reinforcement, responding to pressure, adversity and/or setbacks effectively and exhibiting courage in the best interests of the Organisation.	1
<b>Service Orientation</b>	Manages service expectations and demonstrates a concern for client needs and satisfaction.	1
<b>Teamwork</b>	Actively participates as a member of a team, collaborating and supporting others, leveraging off the teams skills, sharing knowledge and moving the team toward the competition of goals.	1

### Role Specific Capabilities

Capability	Description	Level of Proficiency
<b>Communication</b>	Uses communication tools, techniques and methods to transmit, and encode messages/information effectively. Responds by applying a range of communication behaviours.	1
<b>Dilligence</b>	Adheres to policy, procedures, legal and safety obligations, identifying risks, contributing to improvements, and keeping abreast of company policy/procedure changes.	1

### Qualifications and/or Experience

- Experience and/or knowledge supporting children and their families
- Experience working with within a group setting that requires the ability to model positive strategies when dealing with challenging behaviours (Desirable)

### Other Requirements of this Role

- Holds or is eligible to hold a Working with Children Check



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### Additional Information

- You will be actively supported in your role including access to learning and development opportunities

### Acknowledgement and Acceptance of Position Description

Name: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature: \_\_\_\_\_

