

POSITION DESCRIPTION

Position Title:	ADDITIONAL KINDERGARTEN ASSISTANT
Division:	Community Services
Position Reports to:	Kindergarten Inclusion Support Service Manager
Direct Reports:	NIL
Classification:	YOORALLA THERAPISTS, SPECIALIST BEHAVIOUR SUPPORT PRACTITIONERS, NURSES, TEACHERS, AND ADDITIONAL KINDERGARTEN ASSISTANTS AGREEMENT 2022
Band	TBA
Approved by:	Jenni Morris-Cosgriff
Date Approved:	12 June 2026

Position Overview

Primary Position Objective:

To work under the direction of the kindergarten teacher to support the access and participation of children into the mainstream kindergarten program (sessional kinder/long day care).

Additional Assistants will work in accordance with the objectives, priorities, policies, procedures and guidelines of Yooralla and the Yooralla Kindergarten Inclusion Support Services (KISS) Program and in line with Education and Care National Standards and Regulations.

Key Responsibilities

Specific Role Responsibilities

Programs:

To provide assistance and support to a funded kindergarten program (either sessional kinder or in long day care) to:

- assist the teacher and co-worker/s with the planning, preparation and implementation of the kindergarten program.
- assist in the day-to-day operation of the kindergarten program.
- to assist in the supervision of all children in the program, ensuring child and staff safety at all times.
- support social relationships between all children.
- assist in the set-up of the indoor and outdoor environment for each session.
- pack up and tidy the playroom, bathroom and outdoor areas as required.
- attend meetings and training as requested by the KISS Manager; and additional training if required as identified in the KIS application,
- support the team in implementing strategies relevant to the children's program including,

for e.g., supporting positive behaviours, educational goals, preparation and adaptation of materials and equipment as required; and other duties as requested by the teacher or KISS Manager.

Liaison:

- To support the kindergarten team in achieving individual and family goals for children within the kindergarten program.
- To liaise with families of all children in the program referring all matters to the teacher for discussion and follow-up.
- To liaise with students and other visitors to the kindergarten.

Organising/Reporting/Procedures:

To work under the direction of the teacher to assist the kindergarten team as required to:

- Prepare materials for the daily program.
- Adhere to the Policies and Procedures of Yooralla

Resources/Development:

To participate in skill/knowledge development in Early Childhood approaches and Early Childhood Services and techniques as required.

- Attend workshops/courses/conferences as relevant and approved by the Manager.
- Participate in In-service programs as directed by the KISS Manager.
- Participate in extracurricular activities as requested by the KISS Manager.
- These may be required outside of normal hours.

All employees are responsible for:

- Promoting and protecting the human rights of people with disability, in accordance with the UN Convention on the Rights of Persons with Disabilities (CRPD) (2008).
- Meeting obligations under all relevant legislation including Education and Care Services National Law and Regulations
- Working in accordance with the Yooralla Code of Conduct and Employee Manual.
- Support a risk aware culture by proactively identifying and reporting risk

Selection Criteria

Mandatory Requirements

- Working with Children Check
- Current National Police Record Check or NDIS Worker Screening Check
- International Police Check (if required)
- Protecting children: Mandatory reporting and other obligations certificate
- National Child Safety training certificate

Professional Experience

Mandatory:

- Experience in kindergarten/ early childhood and/or disability services sector
- Knowledge of and commitment to the principles and practices of Inclusion, Family-centred and Strengths-based approaches
- High level knowledge of Disability/Children's Services and relevant regulations

Desirable:

- Relevant qualification in Children's Services

Personal Skills and Attributes

Mandatory:

- Excellent communication skills, both written and verbal
- Strong organisational skills and the ability to manage competing priorities
- Ability to adapt effectively to changing situations
- Ability to work as part of a team
- Excellent interpersonal skills and a flexible and adaptable personality
- Excellent initiative and self-directed work practices
- Competent use of a computer for email and Internet

About Yooralla

Yooralla is Victoria's most established and recognised for purpose disability service provider with more than one hundred years of experience offering high quality support services to people with disability. We work in partnership with people with disability, their families and carers to enable them to live the lives they choose.

Across Melbourne and regional Victoria, we support people of all ages and needs. Our 2,000+ staff provide a wide range of quality services, including accommodation and residential supports, specialist accommodation for people with complex health conditions, employment, training, support coordination, kindergarten assistance, recreational and therapy services, including assistive technology.

Our Purpose	Our Promise	Our Values
To support people with disability to live the life they choose	Designed by you, supported by us, and achieved together	• We put the person living with a disability first • We do better together - we work as a team • We speak up