



**FRASER COAST**  
ANGLICAN COLLEGE

## Role Statement

---

<b>ROLE TITLE:</b>	<b>ROOS Care Assistant</b>
<b>DEPARTMENT:</b>	Early Learning
<b>REPORTS TO:</b>	Director of Early Learning & Business Manager
<b>AWARD</b>	The Queensland Anglican Schools Enterprise Agreement 2018
<b>STREAM</b>	Child Care
<b>LEVEL:</b>	Dependent on qualifications
<b>DATE PREPARED:</b>	6 August 2008
<b>DATE REVISED:</b>	June 2019

---

### ORGANISATIONAL ENVIRONMENT:

At Fraser Coast Anglican College, we provide a supportive Christian community and a high quality learning environment which enriches the body, mind and spirit, challenging each individual student to develop a love of learning, build their confidence, serve others, have options for the future and achieve their best.

#### Vision

We aim to be the school of first choice for families in the Wide Bay region, achieving outstanding academic results and renowned for our innovative K-12 curriculum which engages all students.

### ORGANISATIONAL EXPECTATIONS:

All employees are expected to respect the confidentiality of the individual, and to treat all members of the College community with courtesy.

All employees are bound by the requirements of the College's policies, procedures and any other practices (such as the Code of Conduct) and are expected to provide appropriate support and pastoral care to students of the College.

Fraser Coast Anglican College is committed to maintaining a healthy and safe work environment. Everyone must adhere to the *Work Health and Safety Act 2011*.

As a condition of employment employees are expected to obtain and hold for the duration of employment, a current Suitability Notice (Blue Card).

**Note** that staff are required to familiarise themselves with the College Child Protection Policy.

With regard to student behaviour, a non-teaching staff role is not to actively discipline a student but rather one of observance and reporting (to the appropriate teacher or Principal) of any misdemeanour so that sanctions may be invoked where required. However, within the staff's Duty of Care it may be necessary to step in when a situation is unsafe or a student is at risk.

All employees recognise and accept that multi skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with their obligation to act impartially. Nor should such information be used improperly causing harm or detriment to any person, body, or the College.

Proof of qualifications will also be required prior to commencement.

## **PRIMARY ROLE PURPOSE**

The **ROOS Care Assistant** is expected to support the College community (Principal, staff, students and parents) in the continued promotion of the philosophy of the College which is founded on the Mission Statement.

## **RELATIONSHIPS AND AUTHORITY**

This level requires employees who have had sufficient experience and/or training to enable them to carry out their assigned duties under limited supervision, using established procedures, practices and instruction from either the ROOS Coordinator or Director of Early Learning.

Problems are solved by reference to established practices and procedures, and the application of initiative or judgement in applying them or by reference to Director of Early Learning.

The position is responsible to the Director of Early Learning through the ROOS Coordinator for the day to day performance of duties. Employees at this level are responsible and accountable for their own work.

## **RESOURCES AND BUDGET (if applicable):**

Not Applicable

## **SKILL AND KNOWLEDGE**

- Continued employment is subject to your compliance with training requirements, as prescribed by the Education and Care Services National Regulations, Dec 2011, the National Quality Standard, Oct 2011 and the Education and Care Services National Law Act 2011 (Qld) within the prescribed periods. Should you not comply with the Regulation or Act your employment must be terminated.
- Senior First Aid Certificate, including Resuscitation Certificate.
- Working With Children Check (Paid Blue Card)
- Computer literacy (MS Office Suite)

## **KEY ACCOUNTABILITIES:**

- To be responsible to the employing body through the Director
- To take direction from the Director/ROOS Care Coordinator for the preparation and supervision of activities and in all other matters pertaining to the program of the service
- Be aware of and support all children including children with special needs and learning disabilities
- To be communicative, supportive and use initiative whilst being aware of the importance of modelling good speech and attitudes at all times
- To be willing to offer own talents and skills to the program
- To support and assist with the implementation of the program including group/individual child observations, planning and follow up
- To be flexible in following the changing interests and needs of the children
- To be clear about the rules of supervision and discipline and act consistently
- To be aware of, contribute to and support quality practices and guidelines as instructed by the Director/ROOS Care Coordinator relating to Accreditation principles and licensing requirements
- To be alert to potentially dangerous or disruptive situations and be vigilant about supervision, and most especially, at those times when the Director/ROOS Care Coordinator might be momentarily otherwise engaged
- To be clear about action to be taken in cases of emergencies (eg. accidents; fire; suspected child abuse; attempted unauthorised removal of a child from the Centre)
- To regard information learned about children or families in the Centre as strictly confidential and not to be discussed with anyone other than the Director/ROOS Care Coordinator
- Refer all enquiries regarding enrolments, fees and parent concerns to the Director/ROOS Care Coordinator
- To attend staff meetings called by the Director/ROOS Care Coordinator and to contribute to these meetings through sharing observations on children; clarifying roles and responsibilities; actions to be taken in cases of emergencies, and sharing new ideas
- To fulfil housekeeping duties directly related to the curriculum during child contact hours and complete other duties outside those hours including office clerical duties
- To check equipment daily; remove broken equipment; report maintenance needs and new supplies required; keep storeroom tidy and generally care for the appearance of the Centre
- Certain other duties as specified by the Director/ROOS Care Coordinator relating to the maintenance of equipment/program materials
- Attendance at professional development programs
- Carry out other duties as required by the Principal