

# Prep Assistant | Position Description



Position title: Prep Assistant

Location: Hillingdon

## Reporting to: Head of Junior School

The role of a Prep Assistant is to support the Prep Teachers by assisting with the preparation, implementation and evaluation of developmentally appropriate programs for students, and fostering a quality learning environment which builds upon the social, emotional and behavioural skills in the students.

## Duties and Responsibilities

- Work closely with Prep Teachers, other Prep Assistants and staff members to support the students and provide a quality learning environment
- Assist and support Prep Teachers with daily planning, activities and evaluation
- Assist individual children with social, emotional and behavioural skill development
- Provide instruction to small groups or individual students when required
- Supervise students as required
- Nurture students in both academic and non-academic activities
- Anticipate and manage incidents that may occur
- Perform rostered duties such as car-line and playground duties
- Set up and pack away equipment as required
- Attend staff meetings and professional development courses
- Work in accordance with the Ascham Staff Code of Conduct
- Other duties as directed by the Head of Junior School

## Essential Criteria

- Holds a Certificate III in Early Childhood or equivalent
- Holds a current First Aid certificate
- Has a good understanding of and genuine interest in the age group (four to five years old)
- Is able to develop a positive rapport with children and adults
- Demonstrates strong communication, organisation and time management skills
- Demonstrates a positive attitude and teamwork
- Demonstrates professionalism in all aspects
- Shows empathy and resilience
- Shows initiative, efficiency and flexibility
- Is punctual and reliable
- A firm commitment to safeguarding and promoting the welfare of children
- A demonstrated understanding of child safety and appropriate behaviours when engaging with children

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_