

**CHRISTCHURCH RUDOLF STEINER SCHOOL
JOB DESCRIPTION**

Name of Employee:

Position: Kindergarten Assistant/Teacher Aide

Reporting to: Kindergarten Teacher

Terms and Conditions: As per the Support Staff in Schools Collective Employment Agreement

Hours: as negotiated (generally 4 hour per day 8:45 – 12:45)

KEY TASKS

- ◇ Assisting the kindergarten teacher
- ◇ Assisting children with clothing and toileting if required
- ◇ Helping prepare and serve morning tea
- ◇ Cleaning up after morning tea
- ◇ Assisting children with arts and crafts as required
- ◇ Assisting children access outdoor equipment
- ◇ Accompanying kindergarten on walks
- ◇ Helping prepare resources as required
- ◇ Maintaining the general tidiness of the room indoors, and outdoor environment
- ◇ Assist in implementing the IEP for any child with special needs
- ◇ Care and support for child with Special needs

PERSONAL REQUIREMENTS

- ◇ Honest, caring and reliable
- ◇ Preparedness to work in sympathy with Rudolf Steiner principles
- ◇ Punctuality
- ◇ Ability to relate to young children
- ◇ Attention to detail

Refer also to code of conduct/ethics

Signed (employee):

Date: