



Covenant College

CHRIST CENTREDNESS • PARTNERSHIP • DISCIPLESHIP • COMMUNITY

Kindergarten Assistant Role Description

VISION

Covenant College strives to be a vibrant Christ-Centred community where parents and staff serve in partnership to nurture in each child a passion for learning and an uncompromising desire to live according to God's word.

INTRODUCTION

Founded in 1979, Covenant College is dedicated to providing genuine Christian education, serving students from kindergarten through to VCE. The College is located on one campus within the growing suburb of Bell Post Hill in Geelong. With a team of approximately 200 dedicated staff members, we cater to a community of 740 students across the school and an additional 100 in our Kindergarten program.

The success of the College is only effective if our activities are grounded in Christ (God) and His Word and therefore we strive to operate from the Biblical Basis and Mandate Policy of which all applicants are encouraged to read (available on our website).

POSITION PURPOSE

Assist in the implementation of an educational program that supports the College aims and development of children aged from 3 to six years of age in line with the requirements of the National Quality Standards. To work co-operatively with educators and professionals to provide an environment that nurtures, stimulates and guides each child's development.

Role	Kindergarten Assistant
Salary Classification	Preschool/childcare services grade 2,3 or 4* <i>*based on qualifications and experience. Above Award conditions apply</i>
Reports to	Principal, Assistant Principal via the Kindergarten Director



STATEMENT OF DUTIES	
Key responsibilities	<p>Christian Ethos / Perspective</p> <ul style="list-style-type: none"> • Reflect the example of Jesus Christ to students and the wider college community and undertake your tasks in a way that honours Him • Be willing to share the Gospel and your personal testimony with the college community • Participate in the devotional life of the college, including attending and contributing to staff devotions as required • Pray with and for your team, students or any members of the college community as needed <p>Kindergarten Assistant</p> <ul style="list-style-type: none"> • Assist with delivering the educational program and daily routines, as directed by the Kindergarten Teacher/Director • Maintain a healthy, safe, and welcoming environment for the children and families attending the service • Work with individual and small groups of children, engaging them in fun, innovative activities • Assist with the preparation and pack down of activities under the guidance of Kindergarten Teacher/Director • Attend to the physical, social, and emotional needs of the children • Maintain cleanliness and tidiness of the Kindergarten outdoor and indoor spaces • Ensure children are adequately supervised, and that every reasonable precaution is taken to protect them from harm/hazards. • Assist with record keeping, as instructed • Follow appropriate behaviour management guidelines • Any other duties as required by the Kindergarten Teacher/Director
General	<ul style="list-style-type: none"> • Attend all relevant staff meetings • Attend whole school events as directed by the Principal
Key Relationships	<p>Internal</p> <ul style="list-style-type: none"> • Kindergarten Director • Kindergarten staff • Students <p>External</p> <ul style="list-style-type: none"> • Parents and guardians
Risk and Occupational Health and Safety	<p>All Covenant College employees are responsible for:</p> <ul style="list-style-type: none"> • Participating in relevant health and safety training based on roles and responsibilities.



	<ul style="list-style-type: none"> • Participating in the development and implementation of specific OHS risk management strategies as appropriate. • Understanding and complying with all OHS legislation and regulations relevant to their activities at the school or workplace. • Taking reasonable care for the health, safety and wellbeing of themselves and others who may be affected by their actions. • Cooperating with any directions and procedures required to ensure their own health, safety and wellbeing as well as the health, safety and wellbeing of others. • Reporting all injuries, illness or 'near misses' through the Incident Reporting platform.
<p>Child Safety</p>	<p>The College has a zero tolerance of child abuse.</p> <p>This position is responsible for taking all practical measures to ensuring that Covenant College's Child Protection Program is implemented and upheld. This position contributes to a strong child protection culture within the College.</p> <p>We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment. For more information, please refer to the Covenant College website.</p>

PERSON SPECIFICATIONS

<p>Commitment to College values and ethos</p>	<p>As a Covenant College staff member, it is expected you:</p> <ul style="list-style-type: none"> • Understand, model, uphold and support the ethos of the College and its Core Values • Be professional in presentation and attitude
<p>Knowledge, Skills and Experience</p>	<ul style="list-style-type: none"> • Demonstrate the ability to work collaboratively • Possess outstanding written, oral communication and organisational skills • Possess highly developed interpersonal skills • Are willing to be a productive member of our team and to work collegially with the other members of the community
<p>Qualifications (Essential)</p>	<ul style="list-style-type: none"> • Certificate III or Diploma Children's Services • HLTAID011 Provide First Aid • HLTAID009 Provide CPR • 22702VIC Management of Asthma Risks & Emergencies • 22578VIC First Aid Management of Anaphylaxis
<p>Other requirements</p>	<ul style="list-style-type: none"> • Valid Working with Children Check • Australian citizenship or permanent residency or hold a visa with appropriate working rights. • Adherence to Covenant College Child Safe Program • Adherence to Covenant College policies and procedures



Personal Attributes	<ul style="list-style-type: none">• Ability to work independently and collaboratively as required• Attentive and observant to children's needs and wellbeing• Warm, caring, and nurturing approach with young children• Patient and emotionally resilient in a busy learning environment• Exercises ownership and concern for quality of own work reflected in accuracy and attention to detail• Clear and respectful communication skills• Possess a strong work ethic• Understanding and willingness to support the purpose, vision and values of the College• Receptive to new ideas, innovative practices and adaptable to change
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INHERENT REQUIREMENTS	
Christian Ethos requirements	<p>As a Covenant College staff member, it is expected you:</p> <ul style="list-style-type: none">• It is an expectation and requirement that staff subscribe to and actively uphold the Geelong Christian Education Association's Biblical Basis and Educational Mandate (Statement of Faith) and model these Christian values within the College community.

Contract and conditions	<p>Employment: Casual</p> <p>Industrial instrument: Educational Services (Schools) General Staff Award 2020</p>
Enquiry and application details	<p>Enquiries can be directed to Carolyn Stones via the College office on 03 5278 5122.</p> <p>All applications to be submitted to the Principal, Mr. Joshua McEwen via email to: hr@covenant.vic.edu.au and should include:</p> <ul style="list-style-type: none">• Covenant College Employment Application – Non-Teaching Staff form (found on our website)• Cover Letter• Resume
Date	April 2026.