



Building better futures  
for children with disabilities

## Position Description

### Kindergarten Inclusion Support Assistant

**Classification:** Level 1

#### Position summary

To assist the preschool staff team to implement the educational program for all the children in the program.

#### Key responsibilities

- To support the Kindergarten teacher to provide an educational program in the Kindergarten
- To assist in the implementation of the educational program within the context of the philosophy and principles of inclusion
- Work with children in small/large groups or individually where appropriate
- Inform the teacher of any relevant observations made of the children
- Direct any queries from parents or visitors to the centre, to the teacher
- Raise any matters of concern with the teacher
- Attend Inclusion Support Group meetings as required
- Assist in keeping written records
- Assist in the preparation of materials and equipment where required
- Other duties as directed within the level of the position and scope of the incumbent's competence and training

#### Selection criteria

##### Knowledge and Experience

###### Essential

- Demonstrated knowledge and understanding of the philosophy and practices of inclusion.
- A flexible approach to work and ability to adapt to changing circumstances.
- Excellent communication and interpersonal skills with demonstrated ability to develop relationships with children, parents and kindergarten staff.
- An ability to develop good relations with children that is supportive and responsive to their needs.
- An ability to work independently and collaboratively with other staff.
- The ability to maintain confidentiality in regard to all families and their children in the preschool
- Demonstrated ability to relate to people from diverse backgrounds in a sensitive manner

## **Desirable**

- Demonstrated experience working with preschool children and/or in a preschool setting.

## **Prerequisites**

- Satisfactory National Police Record Check
- Current Working with Children Check
- Current Driver's Licence

## **About Noah's Ark**

Founded in 1971, Noah's Ark is an innovative not-for-profit community organisation providing early childhood intervention support services to children (aged 0-8), with disabilities and other additional needs.

We are the largest early childhood intervention service in Victoria operating from 19 centres in Melbourne, regional Victoria and the ACT. Our programs reach nearly 1,900 families.

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**Employee Signature**

Date:

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**Chief Executive Officer Signature**

Date: