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## Position Description – Au Pair/ Teacher Assistant

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<b>Scope</b>	<p>This position is a dual role:</p> <ul style="list-style-type: none"><li>• To provide assistance to College Teaching staff for the care of their personal children, to be carried out in the Teacher's family home (priority)</li><li>• When not caring for children, to provide teacher/general assistance within the College.</li></ul>
<b>Qualifications</b>	<p>This position requires to have the following Education/Qualification/Experience:</p> <ul style="list-style-type: none"><li>• Training/qualification in either Child Care or an Accredited Nanny training program.</li><li>• A current Positive Blue Card – Working with Children Check (Qld Government)</li><li>• Proven child care experience with references</li><li>• First Aid and CPR certification – current</li><li>• Drivers License and safe driving record</li><li>• Experience in either Administration or Teacher Assistant duties is desirable.</li></ul>
<b>Accountability</b>	Principal, Chief Executive Officer
<b>Relates to</b>	Principal, Classroom Primary Teachers and children and College Staff and families
<b>Attributes</b>	<p>These are generally personal in nature and reflect the desired attributes of staff members working as part of the Administration/Teacher Assistant Team.</p> <ul style="list-style-type: none"><li>• To act always in a manner consistent with the College Christian Ethos.</li><li>• To possess a high manner of interpersonal communication skills and a strong understanding of the needs of children</li><li>• To have an empathetic and caring nature.</li><li>• To foster team-work within the College.</li><li>• To prioritise and effectively manage workload</li><li>• To communicate effectively with parents, students, and staff</li><li>• To communicate well in both written and oral form</li><li>• Demonstrate a level of commitment to maintain personal professional knowledge and skills</li><li>• Maintain confidentiality and privacy</li></ul>
<b>Responsibilities</b>	<p>Provided below are the primary responsibilities for this position. From time to time other duties may be deemed necessary and these will be determined in conjunction with the person/s to whom you are accountable. Attention should be given to maintaining the priority of the duties listed below. Responsibilities described in the Position Profile will be reviewed annually.</p> <p><b>Nanny:</b></p> <ul style="list-style-type: none"><li>• Arrive at scheduled family home on time and as required.</li><li>• Priority is to provide excellent care of the child/ren in a safe, caring and supportive environment within the family home. Duties may include but not exclusive of the following tasks:</li></ul>

- Strict and close supervision of all children at all times is paramount.
- Preparing bottles for babies and care and cleaning of feeding equipment
- Changing nappies for babies as required
- Bathing babies and children (strict supervision at all times)
- Dressing children appropriate to the child's activities
- Preparing healthy nutritious meals and snacks for the children and families – strict supervision of children during meal times. Have a thorough understanding of the dietary requirements of each child in your care.
- Cleaning and washing up after children's meals
- Assist children with personal hygiene at all times.
- Shopping for children's requirements – if necessary and asked.
- Scheduling and coordinating children's activities
- Transporting children to and from school and other activities – if necessary
- Undertaking appropriate creative and educational activities with the children
- Planning and supervising rest, bed and nap times
- Reading to and with the children
- Helping with homework
- Tidying children's bedrooms and play areas
- Reinforcing appropriate discipline for the children – as directed by parents
- Implementing daily routines
- Doing light housework and errands as required
- If child/ren are sick or injured, administering correct medication as directed by parent and caring for child/ren's needs as required.
- Attend to first aid issues when required. Inform parents of any incidents as required.
- Reporting to parents upon their return of day's activities, behaviours, any issues or concerns.
- Any other duties as required in order to provide excellent care to children.
- Be well-informed in relation to responsibilities under the Privacy Act.
- Be well-informed in relation to responsibilities under the Commission for Children and Young People Act 2012 and the Child Wellbeing and Safety Act 2005.

**General Administration / Support to College**

- As per Position Description for Administration Officer and Teacher Assistant.

**Reference Documents**      Child Protection Policy  
Work Health and Safety Policy

**Review**                      Annually

***Award*** Educational Services (Schools) General Staff Award

***Salary / Hours*** Monday to Friday: 11:00am to 7:00pm (may vary depending on need)

Annual Salary: subject to experience and qualifications

Accommodation: Accommodation assistance is provided in a College house with assisted rental