



PRINCE ALFRED COLLEGE

Role Profile **Playgroup Co-ordinator**

Role Purpose:

To develop and deliver a safe and high-quality playgroup program to engage community, provide a range of activities to support child development and support parent/child relationships through play.

Division/Section:

Preparatory School.

Reports to:

Head of Preparatory School.

Key relationships:

Deputy Head of Preparatory School, ELC Staff, Administrative Assistants of the Preparatory School.

Key responsibilities include the following:

1. Operations

- Plan and develop a supportive and collaborative playgroup program which delivers positive outcomes for children, families and the College community.
- Ensure the smooth operation of the playgroup program subject to the College's policies and procedures and to develop playgroup specific policies where required.
- Plan a program of activities for each session which are age appropriate, and nurture the whole child's development (cognitive, social and emotional) while respecting the children's individual needs, abilities and interests.
- Lead the playgroup program activities.
- Provide a play based, self-directed learning environment which is stimulating, focussed and friendly and which reflects the College's values and ethos.
- Manage the resources required to deliver the programs – seeking approval to purchase specialist resources through the Head of Preparatory School.
- Prepare materials and set up activities – layout playgroup equipment prior to the children arriving.
- Pack up and clear away equipment at the end of each session.
- Positively interact with the children and nurture their confidence and self-esteem.
- Provide open communication channels with parents and staff.

- Celebrate the children's achievements with their parents and monitor each child's progress.
- Provide support to parents which encourages the parent/child relationship.
- Attend meetings, special events, activities and professional development as required.
- Assist in the advertising of the Playgroup.
- Continue the College Playgroup's relationship with Playgroup SA.

2. Relationships and Customer Service

- Actively promoting and demonstrating the values described within the College's 'Customer Service Charter'.
- Positively contributing to College meetings and forums commensurate to the role.
- Providing timely and relevant communication to families and team members as required.

3. Team and Personal Development

- Actively participating in Annual Review programs.
- Attending and positively contributing to Preparatory staff meetings as required.

4. Administration

- Utilising relevant College administrative systems, protocols, and procedures to support daily operations.
- Ensure records are properly maintained, including attendance.
- Report any accidents or near misses using the College online reporting system.
- Regulatory requirements are adhered to at all times.
- To respect and maintain confidentiality, in regard to the operations of the playgroup, the staff, parents and children at all times.

5. Workplace Health and Safety

- A safety first culture is actively promoted and demonstrated at all levels.
- Health and safety procedures are in place, adhered to and the Health and Safety in Employment Act are complied with.
- Supervise the children ensuring their physical safety, emotional and well-being in line with OSHC policies

Key Knowledge and Skills:

- A sound understanding and knowledge of early childhood development
- The ability to provide a developmentally appropriate playgroup program.
- Excellent communication skills and a positive and encouraging interpersonal style.
- Excellent engagement skills and the ability to adapt to meet individual child's needs.
- Excellent time management skills and ability to prioritise workload, able to be proactive and demonstrate initiative.
- Team player – a commitment to working constructively in a small team and taking responsibility for organising own work.

- Hands-on approach, flexible and adaptable.
- First Aid qualifications.
- Current WWCC/DCSI (child related) screening check and Responding to Abuse and Neglect (RAN) training.

Award/Agreement:

Educational Services (Schools) General Staff Award.

February 2021

Prince Alfred College