

## Play Connect Plus: Play Support Worker

**Reports to:** Programs and Social Impact Manager

**Hours of work:** 3 hours per group

**Contract Period** 2 years

**Salary banding:** Social and Community Services Employee Level 3

## About Playgroup Victoria

### Vision

All Victorians value and benefit from playgroup

### Mission

To advocate for playgroup to be recognised as integral to learning, development, and wellbeing during early childhood. To support the empowerment of families to create community and nurture their children through relationships and play.

### Values

**Collaboration and knowledge sharing** - Together we focus on our positive experiences and problem-solving to make this knowledge reusable; and we create opportunities to share knowledge with our colleagues. This helps us stimulate innovation and make better decisions faster.

**Integrity and Ethical practice** - We act with integrity in all our dealings. We practice, encourage, and support open communication. Our staff are encouraged to be reflective practitioners who are authentic and transparent. We remain professional while also being personal in our work. We respect the opinions of others even if we do not agree with them and do the right things because it is the right thing to do.

**Reconciliation** - Our organisation will focus on what and how we do what we do to ensure and until reconciliation with Aboriginal and Torres Strait Islanders is achieved. Playgroup Victoria promotes and facilitates respect, trust and positive relationships between the wider Australian community and Aboriginal and Torres Strait Islander peoples.

**Innovation and Excellence** - We actively seek out new and innovative practice from each other, stakeholders, and our community to improve our work. We base our actions on new and emerging research and best practice. We strive for excellence in all our actions and processes and are welcoming to evolving how we work. Through continuous improvement we learn and create innovative programs.

**Diversity and inclusion** - We aim to build our workforce that represents our community in culture, background, ability, skills, and experiences. We welcome and embrace difference and aim to reflect this in all our activities. We recognise the learning and opportunities of diversity.

**Continual Learning** - We are committed to always improving our work through learning new skills, ideas and concepts drawn from best practice research. We share our learning with colleagues and the professionals and families we support. We respect that different people will be at different stages in their learning journey and therefore share our learning with others respectfully and compassionately.

**Compassion and Empathy** - Through an understanding and awareness of our biases towards the experiences, feelings, and emotions of others we focus on understanding and responding with support without trying to solve the pain and issues of others. We demonstrate this through relationship-centred practice and the diamond model which brings together well-being and happiness, relationships, empowerment, holistic learning, and positive experiences. Through reflective practice we can better understand ourselves to understand and support others.

### Playgroup Victoria Strategic Directions

1. Increase awareness of the value and benefits from playgroup
2. Improve pathways to increase access to the playgroup experience
3. Strengthen the playgroup experience and the impact of playgroup
4. Maintain a financial sustainable organisation

### Role description

#### Purpose

The PlayConnect + program is delivered by the State and Territory Playgroup Associations as part of a consortium led by Autism Queensland and funded by the Australian Government Department of Social Services.

PlayConnect+ groups are open to all children with disability and/or development delay aged 0-8 years, their families, carers and siblings. The program aims for all children and their families to have access to safe and inclusive activities based around the core characteristics of high-quality playgroups that prepare children for learning environments.

#### Key Duties and Responsibilities:

From before birth children are connected to family, community, culture and place. Their earliest development and learning takes place through these relationships, particularly within families, who are children's first and most influential educators. As children participate in everyday life, they develop interests and construct their own identities and understandings of the world. (Early Years Learning Framework)

The Playgroup Support Assistant's role is to support the Play Connect+ Facilitator in delivering a high-quality playgroup for children with disabilities and their families by:

**1. Program Delivery:**

- Assisting the Facilitator to create a program plan that supports the group and individual needs and interest of the child in all areas of development.
- Assisting facilitation, set up and pack up of a range of fun and stimulating activities.
- Supporting routines within the playgroup.
- Supervising activities, including interacting and engaging in positive play with children and their families.
- Encouraging the use of Early Years Learning Framework (EYLF) and the Victorian Early Years Learning and Development Framework (VEYLDF) and other appropriate resources/documentation.
- Supporting the Facilitator in maintaining appropriate records/data including- but not limited to - attendance records and enrolment records.

**2. Environment Setting:**

- Creating a welcoming environment where all children and families are respected and actively encouraged to engage and collaborate together in order to ensure that learning experiences are meaningful.
- Creating an inclusive environment for all children and their families, no matter their circumstances, backgrounds or cultural identity. Upholding Playgroup Victoria's Child Safety Standards and complying with mandatory reporting requirements.

**3. Personal Attributes:**

- Acting as a positive role model, demonstrating enthusiasm, wisdom, respect and a positive attitude
- Interacting and establish warm and respectful relationships with children, families, colleagues and other professional/stakeholders within a playgroup environment.
- Ensuring effective and positive communication with colleagues, parents and children is open, respectful, and honest.

**4. Teams:**

- Contributing to the team by sharing ideas and wisdom and collaborating with members within the playgroup team and the organisation.
- Attending staff meetings and professional development as required.

**5. Occupational Health & Safety:**

- Ensuring all reasonable steps are taken to protect personal safety at work and contribute to and maintain a positive safe workplace environment.
- Ensure the playgroup environment is kept clean, tidy and that equipment is in good repair to ensure the safety of all children attending the centre.

- Adhering to all Playgroup Victoria's policies and procedures.

## Key selection criteria

### Required:

1. A qualification level up to Certificate IV or an equivalent 2-years relevant work experience. Lived experience is highly desirable in Early Childhood, community services and/ or disabilities.
2. Ability to relate well with children with disabilities and their families.
3. Demonstrate an understanding of child development and supporting the delivery of an inclusive quality program.
4. Ability to demonstrate effective interpersonal and communication skills.
5. Demonstrate an ability to work and collaborate as a part of a team.
6. Knowledge and understanding of privacy, confidentiality, Child Safety Standards and health and safety issues relevant to work practices and work area.
7. Ability to gain an understanding of Early Years Learning & Development Framework and other relevant frameworks.

## Conditions of Employment

Satisfactory criminal history check (National Police Certificate) or a Working with Children Check is required prior to employment in the role.

Other conditions in accordance with SACS Award/Australian Workplace Agreement.

Compliance with all organisational policies.

***Playgroup Victoria is an equal opportunity organisation committed to providing a safe and inclusive working environment that embraces and values diversity.***

***Playgroup Victoria is committed to the safety and wellbeing of children and child safe practices.***

***We encourage applications from Aboriginal and Torres Strait Islander people, and people with disabilities.***