POSITION DESCRIPTION

PLAY SESSION ASSISTANT

BRANCH/UNIT	Regional Delivery Group
TEAM	Class Support
LOCATION	West Region
CLASSIFICATION/GRADE/BAND	TAFE Worker Level 2
POSITION NO.	Various
ANZSCO CODE	421111 PCAT CODE TBA
TAFE Website	www.tafensw.edu.au

1. ORGANISATIONAL ENVIRONMENT

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

2. POSITION PURPOSE

The Play Session Assistant is responsible for assisting with planning and implementing the educational program for individuals and groups of children as part of the teaching team. Contributes to maintaining a safe and healthy environment, and assists in the overall procedures of the campus based children's centre.

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3. KEY ACCOUNTABILITIES

1. Provide class support and prepare resources as directed by teachers
2. Prepare the classroom prior to play sessions, VIP visits, etc.
3. Collect resources and materials as required for each session
4. Supervise play session environments
5. Liaise with parents as to the needs of the children and the service
6. Maintain a high standard of presentation within the classroom and of materials
7. Assist where necessary in cleaning and tidying before and after play sessions.
8. Wash up equipment including paint and associated resources
9. Stocktake equipment or goods as directed
10. Work as part of the Play Session team
11. Ensures a healthy and safe work environment which includes adherence to legislative regulations and the maintenance of a high standard of hygiene and infection control
12. Perform other related duties as required.
13. Reflect TAFE NSW's values in the way you work and abide by policies and procedures to ensure a safe, healthy and inclusive work environment.
14. Place the customer at the centre of all decision making.
15. Work with the Line Manager to develop and review meaningful individual performance development and review plans.

4. KEY CHALLENGES

- Managing the competing demands within limited time, due to both the needs of multiple children in care and other duties
- Maintaining a safe working environment in a highly dynamic environment

5. KEY RELATIONSHIPS

WHO	WHY
Internal	
Staffing Pool Coordinator	• Receive leadership, advice and support.
Head Teacher Community and Children's Services	• Receive guidance from and provide regular updates on work issues and priorities.
Community and Children's Services Staff	• Provide assistance in classroom, customer service and administrative support.
External	
External Customers	• Assist with enquiries, activities and respond to changing needs.

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6. POSITION DIMENSIONS

Reporting Line: Staffing Pool Coordinator

Direct Reports: Nil
Indirect Reports: Nil

Financial delegation: TBA
Budget/Expenditure: TBA

7. ESSENTIAL REQUIREMENTS

1. Demonstrated experience in early childhood services preferably in long day care.
2. Proven ability to comfort children, encourage self-help skills and develop a caring rapport in a childcare context.
3. Demonstrated ability to communicate effectively with children and adults from diverse backgrounds.
4. Demonstrated ability to work independently and within a team environment with initiative, flexibility and the capacity to contribute to the overall procedures of the centre.
5. Current First Aid Certificate recognised under the Children (Care and Protection) Act 1987 as amended.

8. CAPABILITIES

NSW Public Sector Capability Framework

Below is the full list of capabilities and the level required for this role as per the NSW Public Sector Capability Framework. The capabilities **in bold** are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

Capability levels are as follows and reflect a progressive increase in complexity and skill:

Foundational **>** Intermediate **>** Adept **>** Advanced **>** Highly Advanced

CAPABILITY GROUP	NAME	LEVEL
Personal Attributes	Display Resilience & Courage	Foundational
	Act with Integrity	Foundational
	Manage Self	**Foundational**
	Value Diversity	Foundational
Relationships	Communicate Effectively	Foundational
	Commit to Customer Service	**Foundational**
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
Results	**Deliver Results**	**Foundational**
	Plan And Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational
Business Enablers	Finance	Foundational
	Technology	**Foundational**
	Procurement and Contract Management	Foundational
	Project Management	Foundational

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FOCUS CAPABILITIES

The focus capabilities for the Play Session Assistant are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the position's key accountabilities.

NSW Public Sector Focus Capabilities

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Manage Self	Foundational	• Be willing to develop and apply new skills. • Show commitment to completing work activities effectively. • Look for opportunities to learn from the feedback of others.
Relationships Commit to Customer Service	Foundational	• Understand the importance of customer service. • Help customers understand the services that are available. • Take responsibility for delivering services which meet customer requirements. • Keep customers informed of progress and seek feedback to ensure their needs are met. • Show respect, courtesy and fairness when interacting with customers.
Results Deliver Results	Foundational	• Complete own work tasks under guidance, within set budgets, timeframes and standards. • Take the initiative to progress own work. • Identify resources needed to complete allocated work tasks. • Seek clarification when unsure of work tasks.
Business Enablers Technology	Foundational	• Display familiarity and confidence in the use of core office software applications or other technology used in role. • Understand the use of computers, telecommunications, audio-visual equipment or other technologies used by the organisation. • Understand information, communication and document control policies and systems, and security protocols. • Comply with policies on acceptable use of technology.

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