



## Kindergarten Inclusion Support Additional Assistant

### Position Description

<b>Classification</b>	Noah's Ark Enterprise Agreement – Inclusion Support (Pay is determined by Social, Community, Home Care and Disability Services Industry Award)
<b>Department</b>	Impact and Outcomes – KIS Delivery
<b>Reports to</b>	KIS Coordinator

### About Noah's Ark

Noah's Ark is a value driven, not for profit community organisation. We offer a range of service and programs that support families who have a child with a disability or additional needs.

Noah's Ark manages the Kindergarten Inclusion Support (**KIS**) program in the Loddon Mallee region (excluding Mildura and Robinvale). The program is focused on supporting Kindergartens to provide an environment that is responsive to the individual strengths, abilities, and interests of all children, including those with a disability, additional support needs and/or complex medical needs.

### Position Summary

Noah's Ark employs KIS Additional Assistants (**KISAAs**) to work in local kindergartens. KISAAs are engaged on a casual basis during school terms. Available hours vary across regions and individual kindergartens.

KISAAs work across the whole classroom and help kindergarten teachers and educators to provide fun and inclusive activities for all children. KISAAs assist with play-based learning activities to help with daily care routines and maintaining a safe and clean environment.

This position involves lifting, carrying, and moving children and objects, as well as working at lower levels, such as on the floor or using small furniture.

### Key Responsibilities

Under the direction of the early childhood teacher at the kindergarten, KISAAs:

- Assist in providing and/or implementing an educational program that supports the meaningful participation of all children.
- Share everyday team responsibilities to ensure all children can engage with each other and with the experiences provided within the kindergarten program.

Additionally, KISAAs:

- Contribute to a welcoming and inclusive environment.
- Work collaboratively with kindergarten staff and parents to ensure positive outcomes for all children, working within the approach or philosophy set by each kindergarten.

This position description is subject to review and may change in accordance with legislative, program, and/or operational requirements. The most up to date version is available in the Biz Library or by contacting People & Culture.

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- Work according to both the kindergartens and Noah's Ark policies and procedures (including the Code of Conduct and Noah's Ark values of respect, kindness, quality, and optimism), the Victorian Early Years Learning and Development Framework, and the National Quality Standards.
- Support the implementation of agreed individual strategies, under educator guidance.
- Contribute to observations and share relevant information with educators, as directed.
- Foster open communication with all stakeholders, including but not limited to participating in team or staff meetings with either the kindergarten or Noah's Ark and directing queries from parents to the teacher.
- Maintain confidentiality at all times.
- Complete all learning activities assigned and/or required by either the kindergarten or Noah's Ark.
- Adhere to health, safety, and wellbeing practices at all times.

## Key Selection Criteria

### Essential

- Ability to develop relationships with children that are supportive and responsive to their individual needs.
- Ability to work independently and collaboratively as part of a staff team.
- Understanding of and commitment to maintaining confidentiality and privacy.
- Demonstrated ability to relate to others with kindness, respect, and positivity.

### Desirable

- Qualifications in Early Childhood, Education, or Disability.

## Prerequisites

- Satisfactory Nationally Coordinated Criminal History Check ('Police Check'), organised and paid for by Noah's Ark.
- Current Working with Children Check (for employment purposes; volunteer checks aren't accepted), organised and paid for by the employee.