



# Group Rep – 4yo & 3yo Job Description

## 1. STATEMENT OF COMMITMENT TO CHILD SAFETY

We are committed to child safety. We want children to be safe, happy and empowered and have zero tolerance of child abuse. We understand our legal and moral obligations to treat all concerns seriously and to report allegations and concerns about a child/ren’s safety and wellbeing to authorities. We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

## 2. POSITION PURPOSE

To proactively communicate with families in the class they represent, providing a link between parents and the kindergarten’s Committee of Management, and fostering community connectedness. The Group Representative should strive for children and parents to be familiar with each other so that they feel able to participate in social activities and events specific to their class and the wider kindergarten community.

## 3. KEY ATTRIBUTES OF THE ROLE

This role is seen as suitable for people who enjoy meeting new people, who are regularly in attendance at drop-offs and pick-ups and follow-up plays in the park.

## KEY RESPONSIBILITIES AND ACTIVITIES

Key Responsibility:	CLASS ADMINISTRATION & LIAISON
<b>Activities</b> <ul style="list-style-type: none"> <li>▪ Liaise with Administration Support Officer to create, update &amp; distribute a contact list to all parents.</li> <li>▪ Contact any late enrolments and ensure they have been added to appropriate distribution lists and been made aware of key dates and activities</li> <li>▪ Liaise with teachers and assistants regularly and assist teachers where required</li> <li>▪ Act as a liaison between the parent group and the Committee of Management</li> </ul>	

Key Responsibility:	CLASS SOCIAL ACTIVITIES
<b>Activities</b> <ul style="list-style-type: none"> <li>▪ Plan, communicate and organise a couple of class social activities per term, preferably a mixture of daytime and evening events to suit families with different commitments.</li> <li>▪ Report class social activities to the Committee of Management at the monthly meetings</li> </ul>	

Key Responsibility:	SOCIAL SUBCOMMITTEE MEMBER
<b>Activities</b> <ul style="list-style-type: none"> <li>▪ Assist the Social Manager to plan and organise kindergarten-wide social/fundraising events</li> <li>▪ Seek volunteers from within the kinder group to assist with events and activities as the need for support arises.</li> <li>▪ Promote whole kindergarten social / fundraising activities to the class group.</li> </ul>	