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| **Playtruck/Playgroup Assistant Job Description** |
| **Overview**  The playgroup will provide:   * opportunities for families to access information about the benefits of attending an early childhood service * support in establishing parent and child engagement with early childhood services * the development of a family relationship between the families and the playtruck service   The target audience for the service is families of children aged between 0 and 5 years who are not currently participating in early childhood education. |
| **Hours Of Operation**   * The playgroup will operate during kindergarten term times only * The playgroup will operate for four morning sessions a week in the Papakura area. * Hours of operation will be 9.15am - 11.45am   **Playgroup Size**   * The playgroup will operate with a maximum of 6 to 8 children and enrolments are accepted for children aged from **zero to five**. For example: It is quite acceptable if a parent attends with a baby and a toddler   **Adult to Child Ratios**   * The playgroup assistant must be in attendance when the playgroup is operating * Each child must be accompanied by an adult who is responsible for that child * A child can attend with an adult who is responsible for more than one child * The adult must be a parent or a caregiver |
| **Professional Working Relationships** |
| The playgroup assistant will maintain professional working relationships with:   * the playtruck coordinators * the Operations Manager |

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| **Playtruck/Playgroup Role & Responsibilities** |
| **Please note that a flexible structure of the role and hours of work is required as CMKA develops this role.**  **The Operations Manager will monitor the role and responsibilities regularly and the Playtruck/Playgroup Coordinator will regularly report to CMKA Head Office, reporting directly to the Operations Manager.**  **The Playgroup Assistant will report to the Playtuck Playgroup Coordinator and follow the direction and instructions of the Playgroup Coordinator**  Playtruck/Playgroup Assistant will be expected to:   * Attract and engage families whose children do not currently participate in early childhood education * directly communicate and work closely with the playtruck playgroup coordinator so as to ensure that all families are welcomed and integrated into the playgroup positively * work alongside the play truck coordinator to support and participate in the daily programme and events * support families to engage in their child’s learning under the direction of the head teacher * communicate with the playtruck coordinator on all matters relating to playgroup enrolments, attendance, knowledge of children and families * communicate with the playtruck coordinator to develop a curriculum for the playgroup based on the teaching and learning practices within the kindergarten * maintain regular and accurate enrolment and attendance records * be regularly visible in the local community and ensure that updated information is marketed and promoted on the playgroup service * be proactive and positive in developing links between parents and the local community services or networks * regularly contact families and encourage regular attendance * Comply with all CMKA policies and procedures relevant to the operations of the play truck service |

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| **Reporting Requirements** |
| The coordinator will:   * Report and be regularly managed by the play truck coordinator |