

# Kindergarten Assistant



The profiles show how reading, writing, numeracy, digital and oral skills are included in the tasks of different professions. They are therefore a good tool for planning and adapting training for adults, and for identifying training needs in various job situations.

The profiles can also be used to work on the basic skills in vocational education and training.

## **The profiles can be used to**

- Give relevant training in basic skills in the SkillsPlus programme
- Make language teaching work-oriented
- Give a vocational aspect to the common core subjects in the VET (vocational education and training)

## Tasks for the kindergarten assistant

- be involved in planning, implementing and evaluating educational activities
- attend meetings in order to implement the educational work
- help to create and maintain close contact with parents

### Reading

### Writing

Every day the kindergarten assistant will

- read work schedules and task distribution lists
- read forms such as weekly schedules and attendance forms
- read logs and procedure logs
- read messages to and from colleagues or parents
- read information posted about trips and other activities
- read symbols on labels on food, medicines and detergents
- read children's literature to children

Every day the kindergarten assistant will

- fill in forms concerning day-to-day routines
- keep a log of the day's activities
- write messages to colleagues and parents
- write notes and to-do-lists

Regularly the kindergarten assistant will

- fill in observation forms
- write stories from the profession
- write information for bulletin boards
- fill in order lists

Regularly the kindergarten assistant will

- read information letters to parents
- read management information letters
- read term plans and activity plans
- read instructions relation to hygiene and allergies

Occasionally the kindergarten assistant will

- fill in self-certificates and applications for leaves of absence
- write minutes of meetings
- fill in non-conformity forms in the event of serious incidents
- write information posters and notices
- write text for images, online or in photo albums
- write messages and emails
- fill in forms relating to their own employment relationship

Occasionally the kindergarten assistant will

- read specialist literature
- read descriptions of procedures
- read training material in connection with courses and other training
- read forms and information relating to their own employment relationship
- read news that may affect their working day
- read messages and emails
- read reports and meeting minutes

- help to document work in the department
- receive guidance from the educational staff
- attend mandatory seminars and courses

## Oral skills

Every day the kindergarten assistant will

- have conversations with children, colleagues and parents
- give and receive messages and instructions from colleagues and parents
- answer questions from parents and children
- greet and say goodbye to parents and children
- coordinate day-to-day work with colleagues
- discuss measures if unforeseen situations arise
- give oral reports on incidents occurring during their shift
- take part in informal conversations with children, colleagues and parents

Regularly the kindergarten assistant will

- discuss and explain measures and plans to parents
- reassure children and parents if something unexpected happens
- resolve conflicts through explanations and discussions with children and adults
- explain special circumstances to parents, colleagues and superiors
- participate in discussions regarding educational initiatives and work plans
- coordinate the planning and implementation of special activities with colleagues

Occasionally the kindergarten assistant will

- conduct performance reviews with the supervisor
- collect and communicate necessary information about the children's health, diet and medication
- obtain information in connection with excursions
- get updates on new procedures
- discuss and provide input on working conditions, the working environment and training needs
- convey views to different recipients and discuss professional topics in different situations
- notify of incidents and accidents

## Numeracy

Every day the kindergarten assistant will

- count and verify the number of children in order to keep track
- keep track of their own working hours
- work with children on mathematical concepts
- measure quantities of ingredients when cooking
- mix correct quantities in the correct ratio
- facilitate games and activities that encourage numeracy and mathematical thinking

Regularly the kindergarten assistant will

- fill in timesheets
- buy and keep lists of goods and expenses
- make estimates of costs in connection with purchases
- measure quantities of materials for activities
- estimate material requirements based on the number of participants in an activity
- estimate quantities by visual estimate

Occasionally the kindergarten assistant will

- work on basic mathematical skills with children
- measure and record amounts of medication given to a child
- plan trips by public transport, calculate time and choose the right tickets
- check their own payslipp

- participate in change and development work
- use digital tools for information searches and documentation

## Digital skills

Every day the kindergarten assistant will

- use email to communicate and make appointments with parents
- search the internet for text and images for children's activities
- take photos of activities in the kindergarten
- register working hours
- store and transfer images from a camera or mobile phone to other storage devices
- use and teach children how to use tablets or computers
- use interactive training programs
- keep up to date on and communicate knowledge about netiquette skills
- use online resources in educational work
- update and post information about activities on social media
- save reports and folders on activities and children's development
- use presentation tools for parent group meetings
- keep track of activities in electronic calendars
- use various digital arenas for collaboration and communication
- use QR codes and barcodes as needed
- use standard office software
- use digital learning resources for training

Regularly the kindergarten assistant will

- post updates on the kindergarten's website
- post photos on the kindergarten's website
- send and receive messages and emails

Occasionally the kindergarten assistant will

- find new recipes to use in the kindergarten
- teach children how to search for and find information, music, photos and films online
- use a smartphone and tablet with different apps relating to tasks

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The Knowledge Promotion Reform from 2006 has defined five skills that form the basic prerequisites for learning and development in school, work and community life.

The five basic skills are:

- reading
  - writing
  - oral skills
  - numeracy
  - digital skills
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