

## POSITION DESCRIPTION: Co Educator – Early Learning Centre

<b>Title</b>	Co Educator – Early Learning Centre
<b>Primary Objective</b>	The Co Educator – Early Learning Centre will be responsible for supporting both the 3 and 4 year old programs during morning tea breaks and lunch cover. They will have the ability to work as a member of an interdisciplinary team to support the needs of all children enrolled in the ELC. They will contribute to the planning, implementing and evaluating a child centred education program in collaboration with educators in the ELC.
<b>Key Internal Relationships</b>	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Assistant Principals</li> <li>• ELC Leader</li> <li>• ELC Staff</li> <li>• School Counsellor</li> <li>• Learning Support Team</li> <li>• Students</li> <li>• Business Manager</li> </ul>
<b>Key External Relationships</b>	<ul style="list-style-type: none"> <li>• Regulatory Bodies and Educational Institutions</li> <li>• Parents</li> </ul>
<b>Primary Responsibilities</b>	<ul style="list-style-type: none"> <li>• Liaise with families where required, contribute towards the organising and preparing of materials and resources for general and specific activities, including setting up the outdoors spaces and shared learning spaces.</li> <li>• Prepare learning materials and teaching aids as directed by the ELC Teacher in charge.</li> <li>• Contribute to the initiation and development of special projects which may include researching and collating information.</li> <li>• Record evidence of children’s learning via Schoolbox and observation folders.</li> <li>• Contribute to the organisation of special events.</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Have an understanding of the Education and Care Services National Law and Regulations 2011, and complies with all regulations required for registering and licensing.</li> <li>• Adheres to the seven Quality Areas of the National Quality Frameworks.</li> <li>• Have an understanding of the State and National early years framework.</li> <li>• Support the Early Learning Centre philosophy and uphold all Centre’s policies.</li> <li>• Build positive and respectful relationships with each individual student.</li> <li>• Demonstrate the capacity to develop and evaluate effective teaching and learning programs that would meet the individual needs, strengths and interests of all learners; plan</li> </ul>

	<p>and evaluate the program.</p> <ul style="list-style-type: none"> <li>• Assist in creating a play based learning environment that stimulates learning and promotes excellence.</li> <li>• Assist in maintaining up to date observations for each student.</li> <li>• Prepare a snapshot of learning via Schoolbox.</li> <li>• Assist in maintaining all essential documentation.</li> <li>• Provide support to teacher and student teachers.</li> <li>• Provide a safe and nurturing environment that is welcoming to families.</li> <li>• Be mindful of the Duty of Care for each child.</li> <li>• Be present at Early Learning Centre events and Orientation Day.</li> </ul>
<b>Routines and Procedures</b>	<ul style="list-style-type: none"> <li>• Contribute towards the effective teamwork of the ELC.</li> <li>• Maintain a healthy and safe environment by assisting with domestic duties including after children's accidents, spills and activities.</li> </ul>
<b>Documentation and Assessment</b>	<ul style="list-style-type: none"> <li>• Contribute to developmental records (e.g. observation).</li> <li>• Contribute to Schoolbox and other methods of documentation.</li> </ul>
<b>Relationship and Professional Development</b>	<ul style="list-style-type: none"> <li>• Liaise with other ELC staff and other Early Childhood Professionals.</li> <li>• Develop professional relationships with parents and staff.</li> <li>• Participate in staff meetings on a regular basis</li> <li>• Liaise with parents as required ELC policies and procedures and other relevant information.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Implement the policies, procedures and routines of the ELC</li> <li>• Assist with the maintenance of ELC resources, materials and equipment.</li> <li>• Assist with administrative tasks as required.</li> <li>• Assist the ELC Coordinator to ensure the ELC complies with licensing and other accountability requirements.</li> </ul>
<b>OHS</b>	<ul style="list-style-type: none"> <li>• Undertake manual handling (eg lifting, pulling, pushing, moving, transferring, twisting, supporting) of equipment in accordance with OH&amp;S guidelines.</li> <li>• Work at a children's level (eg sitting, squatting, bending).</li> <li>• Assist with evacuation procedures, first aid and accident/incident management.</li> </ul>
<b>Qualifications</b>	<p>Diploma of Children Services/Community Services. Current VIT registration. Current First Aid Certificates including Anaphylaxis and Asthma Management.</p>
<b>Hours</b>	<p><b>4 hours</b> <b>5 days per week</b> <b>Term time only</b></p>
<b>Tenure</b>	<p>Term 1, 2024 with a possibility of ongoing employment.</p>

## **Statement of Commitment to Child Safety**

Alphington Grammar School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Alphington Grammar School has zero tolerance for child abuse. We are committed to providing a child safe environment where children and young people feel safe and are safe, and their voices are heard about decisions that affect their lives. Particular focus will be placed on the safety of Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability. Every person involved in Alphington Grammar School has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

All employees of Alphington Grammar School are responsible for ensuring the Child Safe Policy is enforced and are required to sign the AGS Code of Conduct for Behaviour with Children and undertake training in this area as required.

All applicants should be aware that the school conducts extensive background checks in accordance with our Child Safe Policy including:

- a) Working With Children Check Clearance, VIT registration or similar check as applicable;
- b) Proof of personal identity and any professional or other qualifications;
- c) The person's history of work involving children; and
- d) References that address the person's suitability for the job and working with children.

**COVID -19 Vaccination**

It is a requirement to be fully vaccinated for Covid-19 to be eligible for employment at Alphington Grammar School.

**Staff Acknowledgement**

I \_\_\_\_\_ have read the enclosed Position Description and understand the roles and responsibilities outlined within.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_