



St Leonard's College

General Staff Position Description

POSITION TITLE:	Early Learning Centre (ELC) Co-educator
POSITION STATUS:	Permanent part time
PREPARED:	November 2016
REPORTS TO:	Director of the ELC
PREPARED BY:	Head of Human Resources

The College is seeking applications from a co-educator who is inspired by the practices of Reggio Emilia to be an Early Learning assistant in the purpose-built Early Learning Centre at St Leonard's College. This role includes working as a relief coeducator in the ELC and working within the Out of School Hours Care (OSHC) program as an assistant.

POSITION STATUS

This role is a permanent role working at the College within staff term dates, Monday to Thursday from 12.00pm to 5.00 pm and Friday 12.00pm to 6.00 pm.

POSITION PURPOSE

The position requires a person who would work with children between the ages of 3 and 5 in the Early Learning Centre (ELC). The position calls for a person who values and respects young children. The person would also value education and care and would have a demonstrated ability to work flexibly as a member of a team.

The role and function of the ELC Coeducator is to work within a high quality, developmentally appropriate program for the children attending the programs. The ELC Coeducator provides leaderships and positive role modeling for the children, whilst working as a member of a co-operative team.

The ELC Coeducator operates in a professional manner at all times and ensures that the Program is compliant with the requirements of Education and Care Services National Law 2010 and the Education and Care Services National Regulations 2011, working under the new frameworks:

- Being Belonging and Becoming - The Early Years Learning Framework for Australia
Early years Learning and Development Framework
- Educators' Guide to the Early Years Learning Framework

REPORTING RELATIONSHIPS

The position reports to the Director of Early Learning Centre and to the class Educator.

QUALIFICATIONS

- Cert III in Children's Services or a Diploma of Teaching (Early Childhood) and an ability to demonstrate the associated competencies
- Current First Aid certificate Level 2
- Current Anaphylaxis Certificate
- Current Asthma Certificate

RESPONSIBILITIES

ELC Coeducator	
Duties	Performance indicators
To work co-operatively with other staff in all aspects of his/her work within the centre.	Engage positively as a team member.
To carry out the tasks which are important for the physical care of the children.	A demonstrated proactive approach
To provide active, adequate and efficient supervision of the children with the Director.	This must be undertaken at all times
To communicate with and support parents.	Able to communicate appropriately with parents.
To respect and uphold the policies of the College and the policies of the Early Learning Centre	Undertaken at all times
To support the Educator in all aspects of behaviour management of the children.	Understand and support the ELC Policies document
Carry out the tasks which are important for the cleanliness and organisation of the centre.	Able to maintain a clean and organised room
To assist in the preparation of daily activities.	A demonstrated proactive approach.
To contribute ideas which may result in a more efficient and dynamic program.	A demonstrated proactive approach
To help the children prepare their morning tea.	A demonstrated proactive approach
Assist the Educator in maintaining a stimulating environment in the way of displays in the room.	Active and creative participation
Attend the following meetings: weekly ELC meeting, orientation/staff days and the Annual Staff Conference.	Attend meetings on time
Attend in-service training where appropriate	Undertaken when required
To attend all social functions directly related to the Early Learning Centre: ELC Family picnic, information night and Community Days	Undertaken when required
OSHC ASSISTANT	
Carry out the tasks which are important for the cleanliness and organisation of the program.	Able to maintain a clean and organised environment.
To assist in the preparation of daily activities.	A demonstrated proactive approach.
Assist the Coordinator in maintaining a stimulating environment in the way of displays in the room.	Active and creative participation
To share the housekeeping tasks of preparation, hygiene, safety and packing away related to the program, with other staff	Undertaken at all times
To work cooperatively with the OSHC staff and all staff to ensure the service operates in a safe work environment and that staff follow safe work practices.	Undertaken at all times

OTHER FUNCTIONS AND RESPONSIBILITIES

- An ability to relate to/with the children and parents and enjoy working with children.
- Coeducators are expected to attend all out of hour functions related to the Early Learning Centre ie: twilight picnics, information nights, celebrations of projects, end of year concerts etc.
- Knowledge/experience of the needs of children and families,
- A variety of skills which could be used in the program (eg craft, sport, cookery, music, drama),

SPECIALIST SKILLS AND KNOWLEDGE

A good understanding of the new framework which includes the documents associated with the framework stated above.

INTERPERSONAL SKILLS

- Excellent interpersonal skills and an ability to communicate effectively with parents and professional
- Well developed self-motivation skills
- An ability to ensure confidentiality of information
- Ability to network and work alongside other staff

THE COLLEGE

- is an equal opportunity employer
- complies with the requirements of the Privacy Act
- has a strong commitment to OHS
- will not tolerate harassment of any kind
- has a no smoking policy
- expects a generally accepted office standard of dress

All staff are expected to actively support these standards.

CHILD SAFETY AND PROTECTION RESPONSIBILITIES

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection program across the entire College community.

All staff are responsible for understanding and applying the College's Child Safety and Protection Policy and procedures including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students.