



POSITION TITLE: Early Learning Centre (ELC) Co-educator

Date Prepared: May 2017

REPORTS TO: Director of the ELC

Prepared by: Head of Human Resources

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 leadership and positive role modeling for the children, whilst working as a member of a co-operative team.

This role includes working full time or part time in College staff term dates from Monday to Friday as per the individual contract of employment.

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
- My Time, Our Place - Framework for School Age Care in Australia

POSITION STATUS

This is a contract full time role.

The commencement date for this position will be from Monday 19 June 2017. The end date is still to be decided, but no earlier than Friday 15 September 2017.

REPORTING RELATIONSHIPS

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

REQUIRED QUALIFICATIONS AND CERTIFICATION

- Cert III in Children's Services or a Diploma of Teaching 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 their 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.	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.	Show understanding and support of 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; including craft, sport, cookery, music, drama.	A demonstrated proactive approach
To assist with documenting the children's learning, such as portfolios.	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 conferences.	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, these include; information nights, Community Day, twilight picnics, celebrations of projects, end of year concerts.	Undertaken when required
Assist with Before School Care at 7.30-8.30am	Undertaken when rostered, usually every three weeks
Any other task deemed appropriate for the role	

GENERAL RESPONSIBILITIES

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide a Criminal Record check (if requested) and an Employee Working with Children check before their position will be confirmed.

- The College:
 - is an equal opportunity employer;
 - complies with the requirements of the Privacy Act;
 - has a strong commitment to OH&S;
 - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards:
 - Communication – effective, helpful and positive;
 - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students);
 - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support;
 - Accountability – we do our work with honesty, integrity and enthusiasm;
 - Performance – we perform to the best of our ability;
 - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.
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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 Programme 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 where a risk to students' safety has been identified.