



<b>Position Title:</b>	Early Childhood Coeducator and Out of School Hours Care Assistant
<b>Dated:</b>	September 2020
<b>Reports To:</b>	Director of Early Learning Centre (ELC)
<b>Prepared by:</b>	Head of Human Resources

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### Position Purpose

The position requires a person to work with children between the ages of 3 and 5 in the Early Learning Centre (ELC) as both a Coeducator and an Out of School Hours Care (OSHC) assistant. 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 and OSHC Assistant is to work within a high quality, developmentally appropriate program for the children attending the programs. The roles provide leadership and positive role modeling for the children, whilst working as a member of a co-operative team.

The ELC Coeducator and OSHC Assistant always operates in a professional manner 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.

### Position Status

Currently this role is a part time position replacing a staff member on leave, commencing Wednesday 20 January 2021, new staff induction day, currently ending Friday 25 June 2021.

Hours are three days per week 12.00 to 3.00pm and two days per week 12.00 to 6.00pm, one of which is Friday, working within staff term dates.

### Reporting Relationships

The position reports to the Director of Early Learning Centre and to the class Educator in the role of ELC Coeducator and to the ELC OSHC Coordinator in the role of OSHC Assistant.

### Qualifications

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

## Duties & Essential Job Functions

### ELC Coeducator

- To work co-operatively with other staff in all aspects of their work within the centre;
- To carry out the tasks which are important for the physical care of the children;
- To provide active, adequate and efficient supervision of the children;
- To communicate with and support parents;
- To respect and uphold the policies of the College and the policies of the Early Learning Centre;
- To support the Educator in all aspects of behaviour management of the children;
- Carry out the tasks which are important for the cleanliness and organisation of the centre;
- To assist in the preparation of daily activities;
- To contribute ideas which may result in a more efficient and dynamic program; including craft, sport, cookery, music, drama
- To assist with documenting of the children's learning, such as portfolios;
- Assist the Educator in maintaining a stimulating environment in the way of displays in the room;
- Attend the following meetings: orientation/staff days and the annual staff conferences;
- Attend in-service training where appropriate;
- 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;

Any other task deemed appropriate for the role

### OSHC Assistant

In addition to the above responsibilities

- To respect and uphold the policies of the College and the policies of the OSHC program
- To support the Coordinator in all aspects of behaviour management of the children.
- Carry out the tasks which are important for the cleanliness and organisation of the program.
- To assist in the preparation of daily activities.
- To prepare the afternoon tea for children.
- Actively contribute to the planning and delivery of the day to day running of the program; planning, researching ideas and attending 2 meetings a term
- Introduce yourself to all parents and refer them to the Coordinator for all issues.
- To share the housekeeping tasks of preparation, hygiene, safety and packing away related to the program, with other staff
- To work cooperatively with all staff to ensure the service operates in a safe work environment and that staff follow safe work practices.

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 an Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

- 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.

### **Child Safe 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 Safe Programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe 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.