



## Position Description

<b>Position title</b>	Early Learning Centre Co-Educator
<b>Address</b>	77-81 Willesden Road Oakleigh VIC 3186
<b>Appointed by</b>	Principal
<b>Responsible to</b>	Director of ELC
<b>Employment type</b>	Casual

### Overview

Oakleigh Grammar is a highly reputable Christian co-educational ELC to Year 12 School located in the South-Eastern suburbs of Melbourne.

Oakleigh Grammar values education that goes beyond academic development. At its core, the School is dedicated to building compassionate, confident and active lifelong learners espousing all students to have a zest for life.

### Our Values

**Humility** – We promote the quality of having a modest or low view of one's importance.

**Aspiration** – We promote the notion of hope and ambition in all that we and others do.

**Respect** – We promote due regard for the feelings, wishes and rights of others.

**Kindness** – We promote the quality of being friendly, generous and considerate.

### Primary Purpose of the Role

The ELC Co-Educator will be responsible for assisting the classroom teacher in order to provide a happy, rigorous, inclusive, nurturing, encouraging, caring and safe learning environment where every student is challenged to achieve their personal best. Duties include:

- Aiding teachers
- Any other relevant tasks particular to this specific role



## Key Responsibilities

### Planning and Implementing a Quality Educational Program

The ELC Co-Educator is responsible for:

- Assisting with the development and implementation of the daily classroom programs through the regular provision of ideas and / or resources, in consultation with the classroom teacher, as part of the ongoing programming cycle.
- Assisting with the creation of an aesthetically beautiful classroom environment which fosters inquiry, creativity, thinking and independence and encourages the use of all five senses.
- Supporting students to participate in all the aspects of the classroom program in a manner that is positive and sensitive to their needs.
- Utilising a variety of teaching strategies that reflect the philosophy for the Centre, including intentional teaching, guided by student's developmental needs, interests and abilities, and reflective practice in daily work.
- Assisting and supporting the classroom teacher with the maintenance of individual records for each student, including the collection of observations and development of effective and valuable documentation of student's learning, including regular learning stories for inclusion in their learning journals, in accordance with the ELC philosophy and Early Years Learning Framework outcomes.
- Supporting students to engage with specialist staff, as applicable.

### Promoting the Health and Safety of all Staff and Students

The ELC Co-Educator is responsible for:

- Assisting with the development of operational policies and procedures as set down by the National Quality Standards, the Education and Care Services National Law Act 2010, the Education and Care Services National Regulations 2011 and Early Years Learning Framework and ensure daily practices are in accordance with these requirements.
- Setting up and packing away outdoor spaces daily to promote physical health and wellbeing in a safe and stimulating environment.
- Assessing student's health and providing first aid as required, following medical or risk management plans or administering medication as requested, in line with the Centre procedures and policies.
- Supporting the ELC in all duties relating to the maintenance and appearance of the centre, being mindful of safety, hygiene, and cleanliness.
- Ensuring resources and school equipment are correctly stored and maintained and work areas remain organised and tidy.
- Supporting and complying with relevant Oakleigh Grammar legislative/regulatory requirements such as Occupational Health and Safety, Equal Opportunity, Discrimination, Harassment and Privacy.



## Building Positive Partnerships with Relevant Stakeholders

The ELC Co-Educator is responsible for:

- Working co-operatively, ethically, and respectfully with other educators and supporting each other's professional development.
- Developing and maintaining respectful, supportive, collaborative, and responsive relationships with children and their families.
- Assisting with the supervision of workplace student placements, volunteers, and other visitors to daily programs.
- Sharing any concerns or information immediately with the classroom teacher or Director of ELC in regard to issues involving students, families and staff, ensuring that total confidentiality is maintained at all times.

## Contributing to Effective Service Management

The ELC Co-Educator is responsible for:

- Completing and monitoring daily attendance rolls for the group in collaboration with the classroom teacher.
- Attending and contributing to regular staff meetings.
- Attending professional development opportunities as appropriate or as directed by the Director of ELC
- Demonstrating punctuality and reliability for all work commitments.
- Completing administrative tasks, accurately and in a timely manner, including completion of medical records, collection of data or other record keeping matters as requested the classroom teacher or Director of ELC.
- Assisting with the maintenance of the Centre's Occupational Health and Safety requirements or ongoing First Aid and Medical Management Plans procedural needs as requested by the Director of ELC.
- Undertaking other duties, which from time to time may reasonably be required, under the scope of the ELC Co-Educator role.



## Qualifications and Skills

- Minimum requirement of Certificate III in Early Childhood Education Care or a Diploma in Early Childhood Education Care
- Current Victorian Working with Children Check (WWCC) card for Employees
- HLTAID 012 Child First Aid Course – First Aid in an Education and Care setting (includes Asthma training)
- Anaphylaxis eTraining or equivalent (such as 22578VIC)
- Obligation of mandatory reporting certificate
- Strong working knowledge and understanding of the developmental needs of children two to five years of age, including children with additional needs, with demonstrated experience in this age group
- Working knowledge of the National Quality Standards, the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011
- Capacity to assist in the development and provision of a dynamic and proactive student-focused teaching environment, based upon the Early Years Learning Framework curriculum document and ELC philosophy
- Demonstrated experience and ability to establish warm nurturing and responsive relationships with children and to sensitively meet their needs
- Capacity to work with multi-ability groups
- Efficient organisation
- Positive communication and interpersonal skills with both children and adults
- Effective and proactive problem solving and decision-making skills
- Capacity to contribute positively to the Early Learning Centre's community in a culturally competent manner

## Attributes

The role requires the following attributes:

- Compassion, patience, initiative, and flexibility.
- Capacity to work as part of a team.
- Capacity to model good leadership.
- Willingness to take part in School's co-curricular program.
- Demonstrated commitment to professional and lifelong learning.
- Commitment to uphold and contribute to the Orthodox ethos of the School.
- Capacity and willingness to contribute to the vision and mission of Oakleigh Grammar.



## Expectations of Staff

Oakleigh Grammar staff members are expected to maintain professional and responsible attitudes, and to communicate respectfully and effectively. All Oakleigh Grammar staff members are required to:

- Treat each other with courtesy and respect.
- Respect the right of each person to learn/work without disruption.
- Accept responsibility for their own progress development.
- Accept responsibility for maintaining safe, clean, and pleasant surroundings.
- Demonstrate self-respect and uphold Oakleigh Grammar's reputation through their appearance and actions.
- Understand and abide by all child safe principles.
- Notify responsible staff promptly any occupational, health and safety issue/s which compromise the aim of maintaining a safe school environment.
- Support the vision, and values of the School.
- Commitment to uphold and contribute to the Orthodox ethos of the School.
- Contribute to and support the strategic directions of the School.
- Support all Oakleigh Grammar's policies and procedures.
- Obey the law.

*This Position Description is a guide only. The Principal may assign duties for this position at his discretion depending on the operational needs of the School.*

*Flexibility Clause: The ELC Co-Educator may be required to attend events outside of normal working hours at the discretion of the Principal or as necessitated by school-related activities. This may include evenings, weekends, and occasional holidays. The ELC Co-Educator is expected to demonstrate flexibility and availability to fulfill job duties that may extend beyond standard working hours.*



## Child Safe Standards

Oakleigh Grammar has a zero-tolerance approach to child abuse. The School must comply with the minimum standard for the care, safety and welfare of students as detailed in the child safe standards specified by Ministerial Order No. 1359.

Oakleigh Grammar is a Child Safe School and we are committed to ensuring a culture of child safety. We provide a safe environment for every child and student. All students have a right to feel safe and to be safe. We want our students to be secure, happy and empowered. We support and respect all children, from all cultural backgrounds and faiths.

Our School is committed to preventing child abuse and identifying risks early and removing and reducing these risks. This includes measures to actively maintain a safe school environment both during school hours and outside the school day.

All Oakleigh Grammar employees and volunteers have a legal and moral responsibility to respond to situations involving child abuse and neglect including mandatory reporting of abuse or suspected abuse.

In addition, Oakleigh Grammar is committed to the safety of children from culturally and/or linguistically diverse backgrounds, and to provide a safe environment for children with a disability.

We also have specific policies, procedures and training in place that support the Board of Management, Leadership Team, Teachers, Staff and Volunteers, to achieve this important outcome of a child safe school.

### **All staff employed by the School are required to:**

- Show evidence of a current Victorian Institute of Teachers Registration (or Provisional Registration) or Working with Children Check, as required.
- Commit to the School's Staff Conduct and Professional Boundaries Policy and Mandatory Reporting Policy by way of reading and taking part in an on-line questionnaire each year.
- Take part in child safe school training each year including the on-line Mandatory Reporting e-Learning Module.

Mark Robertson

### **Principal**

B Ed, M Ed St, AMACEL, MACE, AFAIM, MAICD

April 2024

