



Oakleigh Grammar

Position Description

Position Title:	Early Learning Centre Co-Educator (Certificate III)
Reporting to:	Principal via Head of Junior School through Early Learning Coordinator
Date:	September 2016

Introduction

Oakleigh Grammar School is a medium sized School for both boys and girls. Oakleigh Grammar offers high quality educational programs across a wide spectrum of academic ability. There is an emphasis on personal excellence and on continuous improvement. The underlying ethos of Oakleigh Grammar seeks to develop sound Christian values, which will equip students with the appropriate wisdom, attitudes, skills and knowledge to lead a fulfilling and productive life in which service to others is a key aspect.

The Early Learning Centre (ELC) is inspired by the internationally renowned Reggio Emilia philosophy. Our students are viewed as being strong, capable and competent who are resilient and valued members of the centre's community, actively contributing to the day to day decision making process. We believe children have a unique way of seeing the world around them, with a strong sense of wonder and curiosity evident in daily life.

We believe play and exploration form the foundation for children's ongoing learning. Students are encouraged to use all their senses to build their understanding of the world through hands on, concrete experiences, catering for all learning dispositions and motivating learners to learn together. Educators respectfully work alongside students to build confidence and optimise learning opportunities that arise during the day, supporting them to develop to their full potential in a meaningful way. All educators are knowledgeable about best practice for Early Years education, based on the Early Years Learning Framework (EYLF). The environment is stimulating and inviting, to provide many opportunities for students to be critical thinkers about what they know and understand and how their knowledge links together.

The importance of strong partnerships between Oakleigh Grammar Early Learning Centre staff and all our families is recognised and nurtured at all opportunities. Learning moments are collected and celebrated through learning stories and daily reflections, with family input seen as being an important part of this process.

The Co-Educator is an integral support role within the dynamic Early Learning Centre staff team.

The essential role of a co-educator is to work alongside the classroom teacher, and as a member of the co-operative Centre team, in order to provide a happy, rigorous, innovative, inclusive, nurturing, encouraging, caring and safe learning environment where each student is challenged to achieve their personal best in accordance with the Centre's philosophy, policies and procedures. Active support of the Oakleigh Grammar School Operational Plan, Strategic Plan and Christian Ethos of the School will also be demonstrated.

A co-educator is required to work in a collegiate manner within the ELC community in partnership with fellow educators and members of the wider Oakleigh Grammar school community, in a manner that consistently demonstrates the School's Staff Code of Conduct. They will work closely with each family in their care, with equal focus on the importance of creating and maintaining positive relationships with both the student and their parents.

Skills

The role requires the following Essential Skills:

- Minimum requirement of a Diploma in Children's Services or higher.
- Current Working with Children Check (WWCC) card
- Senior First aid training as prescribed in the Education and Care Services National Law Act 2010.
- Anaphylaxis and Asthma management training as prescribed in the Education and Care Services National Law Act 2010
- 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 pro-active 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

- Compassion, patience, initiative and flexibility
- Capacity to work as part of a team
- Demonstrated commitment to child safe practices at all times
- Willingness to support both the ELC and wider Oakleigh Grammar community
- 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.

Plan and implement a quality educational program

An Early Learning Centre (ELC) co-educator has responsibilities within the Early Learning Centre to work in support of a classroom teacher with a specific group of students and the duties may include some or all of the following:

- Proactively assist 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.
- Assist with the creation of an aesthetically beautiful classroom environment which fosters inquiry, creativity, thinking and independence and encourages the use of all five senses
- Actively support students to participate in all the aspects of the classroom program in a manner that is sensitive to their needs
- Utilise 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
- Assist and support 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.
- Support students to engage with specialist staff during Music, Orthodox Studies, LOTE, Leader in Me, Greek dancing, library and physical education sessions, as applicable

Promote the Health and Safety of all Staff and Students

- Assist 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 make sure daily practices are in accordance with these requirements
- Set up and pack away outdoor spaces daily to promote physical health and wellbeing in a safe and stimulating environment
- Assess student's health and provide first aid as required, follow medical or risk management plans or administer medication as requested, in line with the Centre procedures and policies.
- Assist the classroom teacher and Coordinator in all duties relating to the maintenance and appearance of the centre, being mindful of safety, hygiene and cleanliness
- Ensure resources and school equipment is correctly stored and maintained and work areas remain organised and tidy
- Support and comply with relevant Oakleigh Grammar legislative/regulatory requirements such as Occupational Health and Safety, Equal Opportunity, Discrimination, Harassment and Privacy.

Build Positive Partnerships with relevant Stakeholders

- Work co-operatively, ethically and respectfully with other educators and support each other's professional development
- Develop and maintain respectful, supportive, collaborative and responsive relationships with children and their families
- Assist with the supervision of workplace student placements, volunteers and other visitors to daily programs
- Assist with planning and implementing the transition program developed by classroom teachers for students moving from the three year old group to four year old group or from the four year old group to Prep at Oakleigh Grammar School as applicable
- Share any concerns or information immediately with the classroom teacher or ELC Coordinator in regard to issues involving students, families and staff, ensuring that total confidentiality is maintained at all times

Contribute to Effective Service Management

- Complete and monitor daily attendance rolls for the group in collaboration with the classroom teacher
- Assist with the development of articles for School newsletters
- Assist with the distribution and collection of notices and consent forms in collaboration with the classroom teacher
- Attend and contribute to regular staff meetings
- Attend professional development opportunities as appropriate or as directed by the ELC Coordinator.
- Contribute to the continuous improvement of the service through reflective practice and as requested by the ELC Coordinator.
- Attend Parent Information Evenings and assist with the setup for these when appropriate
- Assist with the preparation of the Centre's "Parent Handbook" developed for new families
- Demonstrate punctuality and reliability for all work commitments
- Assist with the completion of 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 ELC Coordinator.
- Assist 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 ELC Coordinator
- Undertake other duties, which from time to time may reasonably be required, under the scope of the ELC Co-Educator role

Child Safe School

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. 870.

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:

1. Show evidence of a current Victorian Institute of Teachers Registration (or Provisional Registration) or Working with Children Check, as required.
2. Commit to the School's child safe school policies and procedures which include:
 - **Child Safe Policy**
 - **Mandatory Reporting Policy**
 - **Staff Professional Boundaries Policy**These policies can be viewed on the School website at <http://www.oakleighgrammar.vic.edu.au/policies-and-procedures/>
3. Take part in child safe school training each year.