



Oakleigh Grammar

Position Description

Position Title	Early Learning Centre (ELC) Co-Educator
Campus	77 – 81 Willesden Road, Oakleigh
Appointed by	Principal
Reports to	ELC Coordinator
Employment Type	Part-time
<p>Position in context</p> <p>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.</p> <ol style="list-style-type: none"> 1. Providing assistance to teachers 2. Any other relevant tasks particular to this specific role* 	

1. Planning and Implementing a quality educational program

The ELC Co-Educator is responsible for:

- a) 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.
- b) 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.
- c) Supporting students to participate in all the aspects of the classroom program in a manner that is positive and sensitive to their needs
- d) 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.
- e) 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.
- f) Supporting students to engage with specialist staff during Music, Orthodox Studies, LOTE, Leader in Me, Dance and Physical Education sessions, as applicable.

2. Promoting the Health and Safety of all Staff and Students

The ELC Co-Educator is responsible for:

- a) 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.
- b) Setting up and packing away outdoor spaces daily to promote physical health and wellbeing in a safe and stimulating environment.
- c) Assessing student's health and providing first aid as required, following medical or risk management plans or administer medication as requested, in line with the Centre procedures and policies.
- d) Assisting the classroom teacher and Coordinator in all duties relating to the maintenance and appearance of the centre, being mindful of safety, hygiene and cleanliness.
- e) Ensuring resources and school equipment are correctly stored and maintained and work areas remain organised and tidy.
- f) Supporting and complying with relevant Oakleigh Grammar legislative/regulatory requirements such as Occupational Health and Safety, Equal Opportunity, Discrimination, Harassment and Privacy.

3. Building Positive partnerships with relevant Stakeholders

The ELC Co-Educator is responsible for:

- a) Working co-operatively, ethically and respectfully with other educators and supporting each other's professional development.
- b) Developing and maintaining respectful, supportive, collaborative and responsive relationships with children and their families.
- c) Assisting with the supervision of workplace student placements, volunteers and other visitors to daily programs.
- d) Assisting with planning and implementing the transition program developed by classroom teachers for students moving from the three year old to four year old group or from the four year old group to Prep at Oakleigh Grammar School, as applicable.
- e) Sharing 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.

4. Contributing to Effective Service Management

The ELC Co-Educator is responsible for:

- a) Completing and monitoring daily attendance rolls for the group in collaboration with the classroom teacher.
- b) Assisting with the development of articles for School newsletters.
- c) Assisting with the distribution and collection of notices and consent forms in collaboration with the classroom teacher.
- d) Attending and contributing to regular staff meetings.
- e) Attending professional development opportunities as appropriate or as directed by the ELC Coordinator.
- f) Contributing to the continuous improvement of the service through reflective practice and as requested by the ELC Coordinator.
- g) Attending Parent Information Evenings and assisting with the setup for these when appropriate.
- h) Assisting with the preparation of the Centre's "Parent Handbook" developed for new families.
- i) Demonstrating punctuality and reliability for all work commitments.
- j) Assisting 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.
- k) 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 ELC Coordinator.
- l) Undertaking other duties, which from time to time may reasonably be required, under the scope of the ELC Co-Educator role.

5. Qualifications and skills

- a) Minimum requirement of a Diploma in Children's Services or higher.
- b) Current Working with Children Check (WWCC) card.
- c) Senior First aid training as prescribed in the Education and Care Services National Law Act 2010.
- d) Anaphylaxis and Asthma management training as prescribed in the Education and Care Services National Law Act 2010.
- e) 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.
- f) 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.
- g) 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.
- h) Demonstrated experience and ability to establish warm nurturing and responsive relationships with children and to sensitively meet their needs.
- i) Capacity to work with multi-ability groups.
- j) Efficient organisation.
- k) Positive communication and interpersonal skills with both children and adults.
- l) Effective and proactive problem solving and decision making skills.
- m) Capacity to contribute positively to the Early Learning Centre's community in a culturally competent manner.

**This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties of this Position. The Principal may assign duties for this position at his or her discretion depending on the operational needs of the School.*

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 **Staff Code of Conduct, Mandatory Reporting** and **Staff Professional Boundaries Policies** by way of reading and taking part in an on-line questionnaire each year.
- 3) Take part in child safe school training each year including the **on-line Mandatory Reporting e-Learning Module**.