

Position Description

Early Learning Co-educator

Functional Title: Co-educator	Department: Little Beacons
Date: April 2021	

Position Responsibility Summary and Key Working Relationships

Lead by:	<ul style="list-style-type: none"> · Head of Campus (Little Beacons) · Deputy Head of Campus · Centre Manager
Collaborates with:	<ul style="list-style-type: none"> · Educational Leader · Operations Coordinator · Little Beacons Staff
Position conditions	There are multiple positions available
Reference Documentation	<ul style="list-style-type: none"> · EYLDF Early Years Learning and Development Framework · Staff Code of Conduct · Children’s Service Regulations · Children’s Services Act · Education BluePrint · Little Beacons Staff Handbook · College Policies and Practices

Primary purpose of the position

The Co-educator is primarily responsible for supporting children in our Seedling Program, age 6 months to 3 years and the Beacon Club, Outside School Hours program. The co-educator is expected to provide a high level of support responding to the individual needs of children/students and staff, and will demonstrate an understanding of current research and have experience in delivering programs based on best practice in early childhood.

Key Responsibilities for the position:

- Collaboratively supports the Educational Leader in the delivery of a quality early childhood program, responding to the developmental needs, interests and wellbeing of children and students
- Provide support and assistance in the recording and maintaining of children's/student's individual observations, sharing journals and daily reflections
- Act as a role model for young people in all aspects of the learning, well-being, personal development, character and values
- Continually support the wellbeing of our students and colleagues
- Undertake all duties in a professional manner and ensure requirements of DET, the Regulations and the Act and the policies and procedures of the Little Beacons Learning Centre are upheld
- Undertake relevant professional learning both at the Learning Centre and in the broader education community
- Communicate and interact effectively with parents, staff and the broader College community
- Work as a member of a cooperative team in the delivery and implementation of the developmentally appropriate program

Physical Capabilities

- Sitting (Occasional 1-33%)
- Standing (Frequent 34-66%)
- Walking (Frequent 34-66%)
- Talking (Frequent 34-66%)
- Listening (Frequent 34-66%)
- Steps / stairs (Frequent 34-66%)
- Carrying (Occasional 1-33%)
- Lifting over 10kg's (Frequent 34-66%)

Workplace Health and Safety Responsibilities

- Ensure that any hazards, incidents (including near misses) and injuries are reported immediately to relevant management
- Cooperate in relation to activities taken by the College to comply with WHS legislation
- Participate in consultation, meetings, training and other health and safety activities where required
- Ensure only authorised, adequately trained staff undertake assigned tasks
- Take reasonable care for personal health and safety and the health and safety of others in the workplace

Qualifications

The successful applicant must hold:

- A Certificate III in Children's Services
- a Working With Children Check
- a current Police Certificate
- appropriate first aid training certificates, that comply with the requirements of the Children's Services Regulations 1998
- Australian citizenship, permanent residency or appropriate right to work visa.

Selection Criteria

To be successful, candidates would meet the following criteria to the satisfaction of the selection panel and the Headmaster:

1. Demonstrate a proven capacity to assist in the delivery of quality early childhood programs and support best practice.
2. Display a high level of experience independently supporting and supervising children/students.
3. Display an ability to record observations to support the development of the program and e-learning reports.
4. Demonstrate significant experience in the implementation of programs that support the movement of children/students between indoor and outdoor environments.
5. Demonstrate an understanding of the requirements to support the preparation, general cleaning duties and safety of the learning environment.
6. Demonstrate an ability to work as part of, and contribute to, a committed team of educators.

7. Demonstrate commitment to on-going professional learning and a proven capacity to apply knowledge within the early learning setting.
8. Display a high level of communication and interpersonal skills when relating to children, students, parents and work colleagues.
9. Demonstrate proactive contributions to early years' programs.

Child Safety Statement

Beaconhills College has zero tolerance for child abuse. Beaconhills is a child safe employer and is committed to the welfare of children and their protection.

Beaconhills has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the College's Child Safe Policy and Code of Conduct, which are available on its website. Beaconhills performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks, Working with Children Checks and checks of social media accounts.

Beaconhills College is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Beaconhills College.