

Position Description

Early Learning Coordinator

Functional Title: Early Learning Coordinator	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 ● Centre Manager ● Head of Teaching & Learning ● Curriculum Coordinator ● Early Learning Teacher
Collaborates with:	<ul style="list-style-type: none"> ● Year level team ● Support staff ● Individual Programs staff ● Little Beacons staff
Leads:	<ul style="list-style-type: none"> ● Students ● Co-educators
Key Working Groups	<ul style="list-style-type: none"> ● Year level Planning ● Discovery Planning ● Transition Planning ● Section Meetings
External Groups	<ul style="list-style-type: none"> ● Parents ● Networks

<p>Position conditions</p>	<p>There are a number of positions available;</p> <ul style="list-style-type: none"> ● Full time, permanent position ● Part time, permanent position ● Casual
<p>Reference Documentation</p>	<ul style="list-style-type: none"> ● Education BluePrint <ul style="list-style-type: none"> ○ Beaconhills Teaching Standards and Instructional Model ○ Curriculum Framework (VCE, Victorian Curriculum, Understanding By Design) ○ Student Learning Mindset ○ EYLDF (Early Years Learning and Development Frameworks) ● Educational Leaders Manual ● Staff Handbook ● QIIP (Quality Improvement and Innovation Plan) ● Staff Code of Conduct ● College Policies and Practices ● Report Style Guide ● Curriculum documentation (Curriculum site)

Primary purpose of the position (Leading student learning)

The purpose of the Coordinator is to promote high quality learning in a challenging yet supportive environment which allows all students to flourish. The role of the Coordinator is to foster a love of learning, sense of inquiry, promote student wellbeing, and to deliver and evaluate a learning program consistent with the Beaconhills six pillars of learning that matters and the Early Years Learning and Development Framework (EYLDF). The Coordinator will collaboratively develop curriculum within the understanding by design framework and inspire students to fulfil their potential. The successful applicant must demonstrate expert contemporary pedagogical knowledge and experience, demonstrating how to cater for the learning needs of all students. Providing opportunities for high quality learning is at the heart of the role.

The primary role of any coordinator is to support our students in their learning through:

- Continually engage in informed reflective practice and professional learning activities that support personal and professional growth as well as support of ongoing innovations of the College
- Act as a role model for young people
- Support the learning outcomes of students through well designed curriculum, effective teaching pedagogy and practice and the provision of a safe learning environment that provides meaningful feedback
- Continually support the wellbeing of members of the Beaconhills Learning Community

Key Responsibilities for the position:

- Establishing trusting and respectful relationships with students and parents that ultimately supports the student wellbeing
- Using assessment feedback to support reflection and inform future planning and practice
- Communicate with members of the school community in a timely and professional manner
- Providing an environment that is conducive to learning
- Encourages students to become better learners and take responsibility for their Learning Mindset
- Works collaboratively with the Early Learning Teacher to achieve the desired outcomes
- Leads the development and delivery of the program during the teachers non-contact time
- Support the learning outcomes of students through well designed curriculum, effective teaching pedagogy and practice and the provision of a safe learning environment that provides meaningful feedback
- Continually support the wellbeing of our students and colleagues
- Communicates with the Early Learning Teacher and the Deputy Head regarding student wellbeing and family supports
- Support all aspects of the Learning That Matters curriculum including participation in the Experiential program
- Support the learning of all students to meet individual student learning needs

Teacher as Learner

In this position the coordinator is required to learn how to:

- implement curriculum in consultation with the Early Learning Teacher and in alignment with the Beaconhills Curriculum Framework which includes the use of Understanding By Design
- effectively implement assessment and feedback practices including the use of real-time reporting
- use effective teaching pedagogy and practices (Personalised Learning, Explicit Teaching, Inquiry Based Learning)
- use technology to support teaching and learning in the classroom
- support the wellbeing of students within our programs
- support the individual learning needs of our students
- develop and implement teaching strategies that support the development of our students' *Learning Mindset*

Teacher in Training

The training needs for this position are:

- College protocols and procedures (e.g. Operoo for excursions and risk management, Synergetic, duty of care)
- College Policies
- Compliance requirements
- eLearning Systems (e.g. SmartBoards)
- Learning Management Systems (LMS) for Key Word Signing, Zones of Regulation, Cultural Awareness

Key Tasks for the position:

Curriculum

- Update curriculum documentation
- Implement curriculum using Understanding By Design and Learning That Matters
- Use relevant data to reflect on the effectiveness of curriculum
- Contribute to new curriculum initiatives
- Support the co-curricular & programs of the College
- Contribute to the development and identification of effective learning resources
- Attend Early Explorers programs (Excursions and Camps)
- Attend Celebrating Family events

Teaching Practice

- Develop program flow
- Ensure effective planning of assessment tasks
- Provide meaningful feedback
- Integrate aspects of student wellbeing into teaching practice and classroom management
- Use the gradual release of responsibility model
- Use a range of technology to deliver practical learning and assist assessment practices
- Maintain a controlled learning environment conducive to learning in the classroom
- Facilitate age appropriate behavioural strategies in the classroom

Professional Learning and Growth

- Attend College professional learning workshops
- Attend relevant external workshops
- Attend Twilight program and professional learning opportunities
- Participate in Section based professional learning and reading
- Support student surveys/ student feedback
- Develop professional growth goals
- Routinely engage in reflective practice as part of the CEAD program
- Seek feedback from colleagues
- Attend training days

Student Management

- Communicate with parents around student learning when necessary
- Update Communication records in Synergetic
- Maintain up to date attendance records
- Provide feedback on students of concern
- Maintain Health and Wellbeing Register

General Duties

- Attend Information Nights as required
- Attend supervision as required
- Support all programs across the centre as required
- Attend assemblies
- Carry out duties as directed

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%)

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.

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. Beaconhills performs thorough assessments of potential and existing employees in accordance with this policy. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to 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.