



POSITION DESCRIPTION

EARLY LEARNING PROGRAM CO-EDUCATOR

In a natural, sustainable environment Billanook College aspires to provide an accessible, uniquely caring learning community in which students confidently create and navigate their own learning pathways. We do so with respect and appreciation of diversity, equity, justice and our place in a changing world.

At Billanook, our staff are central to our mission. We aim to recruit and sustain a workforce focused on the shared vision of Billanook College.

POSITION PURPOSE

This full-time, fixed term position, for the duration of Term 4, 2025 (from 6 October to 9 December 2025), requires a suitably qualified and innovative Early Learning Program Co-Educator.

The role of the Co-educator is to assist the Early Childhood Teacher (ECT) in providing an appropriate educational program for the children in the Early Learning Program (ELP).

REPORTS TO: Assistant Head of Primary School

KEY ACCOUNTABILITIES

- Support and assist the Early Childhood Teacher in the implementation of the Early Learning Program.
- Assist with the supervision of children throughout all aspects of the program, including when out in the school grounds or off the premises on excursions.
- Assist with the daily preparation, general cleanliness, safety and packing away of equipment and materials in the Centre.
- Provide a healthy, safe and welcoming environment for the children and families.

PERFORMANCE EXPECTATIONS

- Assist in the management and organisation of the Early Learning Program to ensure efficient operation.
- Assist in ensuring that the daily routine set by the Early Childhood Teacher, operates effectively and smoothly.
- Liaise with the Early Childhood Teacher in relation to student development and wellbeing.
- Report to the Early Childhood Teacher any concerns that may need notification to parents, noting that parental contact and reporting of incidents/concerns is to be conducted by the Early Childhood Teacher.
- Monitor and assist in the management of appropriate standards of student behaviour.
- To assist in the preparation and execution of student observations and documentation, as directed by the Early Childhood Teacher.
- Promote and maintain the care and cleanliness of the Early Learning Program and the College environment (both internal and external).
- Contribute and maintain a sustainable approach to the use of materials and management of resources.



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KEY SELECTION CRITERIA

- Supportive of the values of Billanook College and Independent School education.
- A Certificate III or Diploma in Early Childhood Development or Children's Services or other appropriate qualifications which meets the requirements of the Education and Care Services National Regulations.
- Current first aid qualifications including Anaphylaxis Management and Emergency Asthma Management training.
- Experience in Early Childhood education settings preferred.
- Knowledge of Early Years Learning Framework essential.
- Comfortable with and confident in utilising appropriate technologies for learning.
- Warm, nurturing and caring personality with a sense of fun.
- Ability to work with and take direction from teaching staff.
- Flexible, easy-going and hard working.
- Strong organisational skills.
- Ability to work as part of a team.
- Communicate effectively with a range of people.
- Commitment to professional learning and growth.
- Sound understanding of the Child Safe Standards and other mandatory reporting requirements as they apply to Victorian Schools, and a strong commitment to providing a child safe environment at all times.
- Commitment to the College's Child Safety Policy and Code of Conduct.
- Current Working with Children and Victorian Criminal Record Checks.

TERMS AND CONDITIONS

Hours of work will be 8.00am – 4.00pm, Monday to Friday for the duration of Term 4 2025 (6 October 2025 - 9 December 2025) only, as directed by the *Assistant Head of Primary School*.

The terms and conditions of employment are set out in the *Billanook College (Educational Services Staff) Enterprise Agreement 2018* and the *Educational Services (Schools) General Staff Award 2020*. As such, the position is classified at Grade 2 level.

Billanook College is committed to the safety, wellbeing and inclusion of our students. The College has no tolerance for child abuse and is a child safe employer.

All potential employees and volunteers will be required to comply with the College's Child Safety Policy and Code of Conduct, which are available on our website. Billanook College 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 child related work in a school environment. The screening process includes, but is not limited to, the checking of potential and existing employees' qualifications, identity, references, VIT registration, criminal record and Working with Children checks.

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



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CHILD SAFETY SCREENING

Billanook College is committed to the safety, wellbeing and inclusion of our students. The College has no tolerance for child abuse and is a child safe employer.

All potential employees and volunteers will be required to comply with the College's Child Safety and Wellbeing Policy and Code of Conduct, which are available on our website. Billanook College 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 child related work in a school environment. The screening process includes, but is not limited to, the checking of potential and existing employees' qualifications, identity, references, VIT registration, criminal record and Working with Children checks.

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