



Position Description	
<b>Position:</b>	ECC Assistant
<b>Campus:</b>	Penbank/Minimbah
<b>Faculty/Department:</b>	Early Childhood Centre
<b>Reports to:</b>	Head of Campus and Director of Early Childhood
<b>Key Relationships:</b>	Early Childhood Centre Faculty Members Students Parents
<b>School Overview:</b> <p>Located on Victoria's Mornington Peninsula, Woodleigh School is an independent, coeducational school comprising two Junior Campuses, Minimbah in Frankston South and Penbank in Moorooduc and a Senior Campus in Langwarrin South.</p> <p>At the heart of a Woodleigh Education is our commitment to the holistic development of every student within our school. We provide a nurturing and challenging environment that supports students to develop the knowledge, skills and dispositions that they will need to thrive, at and beyond school. We aim to develop independent, resilient, creative and compassionate individuals who can find personal success in life, while making a positive contribution to the communities in which they live.</p> <p>At Woodleigh School, we see the development of academic learning, personal wellbeing, and student engagement as being interdependent. As a result, we promote the development of student outcomes across the essential elements of learning: the understanding of concepts, the acquisition of knowledge, the mastery of skills, the development of productive attitudes, and the ability to perform meaningful tasks in real world settings. We understand that such deep learning is best cultivated in safe, supportive and respectful environments where students can take risks, question their assumptions, respond creatively, and explore new ways of thinking.</p> <p>Woodleigh School is an equal opportunity employer.</p>	
<b>The Woodleigh Teacher</b> <p>A teacher at Woodleigh School:</p> <ul style="list-style-type: none"><li>• Contributes to a culture of respect, inquiry, innovation, and learning</li><li>• Sets high academic achievement expectations</li><li>• Places an emphasis in their professional practice on:<ul style="list-style-type: none"><li>○ Experiential, social-emotional, and relational learning</li><li>○ Knowing and celebrating the unique strengths, interests, and capabilities of all learners</li><li>○ Fostering a sense of awareness, compassion, empathy and identity that supports personal and collective wellbeing</li><li>○ Encouraging curiosity, initiative, and responsibility in the lifelong pursuit of learning</li><li>○ Engaging as active citizens of our local and global communities</li><li>○ Contributing to local, national, and global conversations that promote intercultural understanding and respect</li><li>○ Acting as stewards for the sustainable use and protection of our natural environment</li></ul></li><li>• Communicates effectively with students and families about student learning, wellbeing, and progress</li></ul>	

- Identifies and supports students' social, emotional, behavioural and academic learning needs
- Facilitates, designs, and engages with effective collaboration
- Provides timely feedback and collaborates with others to offer specialised support

### **Position Summary:**

The Early Childhood Centre Assistant is a qualified member of the Penbank/Minimbah Staff, employed to assist the teachers and Director of Early Childhood in the implementation of the Centre's Program.

The program is inspired by the approaches of Reggio Emilia and follows the framework of the Primary Years Program of the International Baccalaureate. Play-based learning, child-led inquiry, nature pedagogy and First Nations perspectives are deeply embedded in the program. Experience or interest in these approaches would be beneficial and an understanding of nature pedagogy and passion for working outdoors is essential for all educators engaged in our program.

### **Key Responsibilities:**

#### **Classroom**

- Assist the group teacher and Director of Early Childhood to ensure the smooth running of all aspects of the day-to-day classroom program
- Attend and actively participate in planning, review and debriefing meetings.
- Assist in the implementation of learning programs
- Maintain in good order, classroom resources, equipment and general classroom space
- Prepare teaching resources
- Show initiative in dealing with 'day-to-day' tasks and take responsibility for designated tasks
- Contribute to the maintenance of student's and class records as required, including observations of individuals and small groups of children and assisting in collating and producing work portfolios
- May be required to assume responsibility of supervision of the Program during the teacher's preparation time. This may include the development of small groups of children and assuming responsibility for group times as required

#### **Pastoral Care**

- Actively and positively support the pastoral care program in the Centre; always treat each child with dignity and respect
- Actively support the values and philosophy of Woodleigh School.

#### **Playground**

- Supervise playground and outdoor learning spaces in conjunction with other ECC staff
- Assist in presenting a safe and inviting outdoor learning area

#### **Liaison**

#### **Parents:**

- Liaise with parents and visitors in a professional manner, referring problems to the group teacher or Director of Early Childhood
- Maintain confidentiality regarding all matters pertaining to student/family matters
- Attend parent information sessions as required (these may be in the evening)
- Attend and assist at family evenings and other celebratory meetings of the children's learning

**Staff:**

- Communicate effectively with the Director of Early Childhood and all other members of the Woodleigh School staff
- Assist teachers with the implementation of their learning programs
- Attend a weekly staff meeting with all ECC staff
- Attend whole school staff meetings as required

**Professional Development**

- Assistants are encouraged to become actively involved in an ongoing program of Professional Development

**Other**

- Actively promote the school formally and informally through various professional organisations and school activities
- Assist with other duties associated with the smooth running of the Junior Campus from time to time
- Involvement in the co-curricular life of the school is encouraged.

**Selection Criteria:****Experience and Skills:**

Must be able to demonstrate:

- An understanding of appropriate behaviours when engaging with children
- Relevant classroom teaching experience or experience working with children
- Professional practice that is strongly aligned with the expectations of The Woodleigh Teacher
- Strong interpersonal skills.
- Strong communication skills – written and oral
- Knowledge of the Victorian Early Years Learning Development Framework
- Well developed ICT skills

**Education and Qualifications:**

- Appropriate Diploma of Early Childhood Education

**Personal Qualities:**

- A commitment to Woodleigh's Values of Respect for Self, Respect for Others and Respect for the Environment
- A commitment to the School's co-curricular, experiential and outdoor education programmes
- Ability to work effectively within a team
- The determination to strive for personal best
- A willingness to innovate and encourage the development of creativity
- Ability to model the attributes of a life-long learner

**Desirable:**

- Understanding of Reggio Emilia, International Baccalaureate Primary Years Programme, and inquiry learning.
- A knowledge of and experience with the application of ICT in education.
- Interest in experiential, project based and inquiry-based learning approaches.

**Conditions of Employment:**

- A Working With Children's Check is required for this position
- Qualification and First Aid Training confirmation is required for this position.
- Woodleigh is an Equal Opportunity Employer and is committed to appointing staff on the basis of merit.
- At Woodleigh School we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm. All staff are to abide by the Child Safety Code of Conduct.
- It is a condition of employment that all staff take responsibility for a safe and healthy work environment and have a commitment to equal employment opportunity and a workplace free from discrimination and harassment.
- All staff are required to observe and uphold all of Woodleigh's Privacy policies and procedures as implemented or varied from time to time.
- Woodleigh operates a smoke-free work environment.

<b>Prepared by:</b>	Lisa Coxon
<b>Date prepared:</b>	February 2025
<b>Employee Signature:</b>	
<b>Date:</b>	