

POSITION DESCRIPTION

Title:	ELC Co-Educator
Reports to:	Principal through the ELC Director
Date:	2026

At Genazzano FCJ College, we're on a mission... to fuse the wisdom gained from over 130 years of educating girls, with the best techniques and practices of contemporary learning. Together, it redefines individual academic success and creates a distinctive opportunity to equip girls for a future we cannot imagine – but are privileged to guide them to.

From the co-educational Early Learning Centre (3- and 4-year-olds) to the specialist girls' pathways from Preparatory to Year 12, Genazzano is on a relentless quest to unlock the potential of every student as they uncover their personal excellence and fuel their aspirations. To do this, our professional environment at Genazzano emphasizes innovation, the importance of lifelong learning and quality relationships between staff, students and parents.

Our Catholic faith and educational expertise energize us to prepare our students for a future where the keys to success will be very different to that of the past. For this reason, we unapologetically coach our students outside their comfort zone and challenge them to think critically about the world they'll inherit. This commitment extends beyond the classroom. We believe in nurturing not just their minds but also their hearts and spirits. Hope, courage, and a profound sense of community are the pillars upon which Genazzano FCJ stands.

As a future-oriented community, with a distinctive learning culture and a heart for humanity, we value reflection, excellence, wisdom, and service to empower our students and staff to transform the world around them.

EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Genazzano FCJ College is committed to creating and maintaining a child safe environment in which all students, including Aboriginal children and students with a disability, feel safe and are safe. Our College actively promotes the safety and wellbeing of all students and all staff members are committed to protecting students from abuse or harm in the College environment, in accordance with their legal obligations including child safe standards. A condition of employment is that staff are deemed to be persons suitable to work with children. Genazzano FCJ College has a *Child Safe Policy* and a *Child Safety Code of Conduct*. All staff members of the school are subject to and expected to comply with the *Child Safe Policy* and the *Child Safety Code of Conduct*.

POSITION PURPOSE

Genazzano Early Learning Centre (ELC) is a co-educational 3- and 4-year-old program. The program blends the rich traditions of early years play-based learning with the PYP curriculum. Collaborative research and inquiry-based learning best suits this approach and gives sense and meaning to the children's learning.

At Genazzano, we value and build strong partnerships with families to support each other in the journey of developing responsible, contributing future members of our community within & beyond the Genazzano gates. Our teaching style recognizes young children best develop where there are predictable routines, consistency of approaches and expectations, and where strong relationships are formed with teaching staff and peers.

The primary purpose of the ELC Co-Educator is to work as part of a team to promote learning within the program.

POSITION OBJECTIVES

- Assist in building strong relationships through positive and supportive communication with children, families and staff with the aim of maintaining a consistent positive tone in the ELC
- Inform the Director and/or Lead Teacher if concerned that Education and Care Services National Regulations and Education and Care Services National Law Act 2010 are not being met.
- Aim for an early resolution to any issues of conflict, by ensuring actions restorative and professional
- To maintain confidentiality on all issues relating to children, families and staff.
- Support the vision and ethos of the College

RESPONSIBILITIES AND DUTIES

- Work as part of the ELC team, supporting the Lead Teacher and Director by carrying out the stated aims and philosophy of the Early Learning Centre.
- Support the Lead Teacher in the planning and implementation of a high quality Early Childhood Curriculum
- Support the development of opportunities which allow the children to experience Christian celebrations within the Catholic tradition
- Be a supportive role model for the children
- Interact with all children in a positive and caring manner
- Inform the Lead Teacher of any family feedback, concerns or general communication as soon as possible
- Assist with the supervision of the children during planned activities and when attending Specialist classes
- Assist in the implementation all daily routines, planning and set up requirements
- Assist in preparation of materials
- Document children's learning in line with the requirements of the National Quality Framework and the PYP curriculum
- An understanding or a willingness to learn and adopt the PYP approach
- Communicate children's learning to families daily via Seesaw
- Execution of daily housekeeping tasks in accordance with College expectations and in consultation with the Lead Teacher/Director, including the responsibility of cleaning during the day, as required
- Attend and actively participate in staff meetings and professional development

activities as required in order to assist in the effective management and programming for the ELC

- Display flexibility to work as a cooperative and professional team member sharing responsibilities and duties with different Lead Teachers/Director
- Follow all legislative requirements of an Early Learning Centre
- Adhere to all College policies and procedures as detailed on GenConnect, the Staff Handbook and communicated electronically.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The ELC Co-Educator is accountable to the ELC Director
- For implementation of Child Safe Standards, this position is accountable to the Deputy Principal – Child Safe Officer
- The position must ensure that it operates in accordance with the specific objectives, policies and strategies determined for the effective management of the College's resources and ensure decisions made by the position are subject to review by the ELC Director.

SKILLS AND EXPERIENCE REQUIRED

- Possess a recognized Certificate III or a Diploma in Early Childhood Education and Care (or equivalent as recognized by ACECQA)
- An understanding of the PYP approach and demonstrating the ability to support the incorporation of this approach into the curriculum will be considered an advantage
- Demonstrated ability to support and implement a quality curriculum
- Demonstrated ability to implement the NQF, NQS and VEYLDF
- Demonstrated experience and commitment towards Early Childhood education • Innovation and flexibility in delivering to individual children within their learning environments • Well organized, and strong time management skills
- Ability to multi-task and use initiative to problem solve
- Collaborative, flexible team player
- Accepting of all families, children and staff members

CONDITIONS OF EMPLOYMENT

- The incumbent will require a Working with Children Check and a National Police Record Certificate
- Current first Aid certificate HLTAID004
- Employed in accordance with terms and conditions of Catholic Education Multi Enterprise Agreement 2022 (CEMEA)