

Chairo Christian School

ABN 12 451 824 370

CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. ACN 659 952 299

POSITION DESCRIPTION – Kinder Co-Educator

Title	Kinder Co-Educator
Appointed by	Executive Principal
Responsible to	Head of Chairo Kinder through the Kinder Coordinator/Teacher

RESPONSIBILITIES AND DUTIES

1. Overview

The Kinder Co-Educator is responsible for assisting the Kinder Teacher to provide quality education and care in accordance with the National Quality Standard and relevant regulatory requirements and approved learning frameworks, such as Belonging, Being and Becoming the Early Years Learning Framework for Australia (EYLF) and the Victorian Early Years Learning Framework.

2. General Expectations

2.1 Teamwork within the Organisation

As a team player in this organisation the staff member will use their professional knowledge to assist in further developing and maintaining a workplace for staff that:

- a. Is founded on the person of Jesus Christ and honours Him in all that we do.
- b. Reflects a community in which Christian love and concern are woven into the task of learning and team work.
- c. You will be required to ensure that you:
 - i. Model a lifestyle that reflects Christian practice and beliefs in your everyday work.
 - ii. Work positively towards the success of Chairo Christian School's activities and traditions.
 - iii. Help maintain a positive and enthusiastic work environment.
 - iv. Support the ethos that the company requires of the school.
 - v. Are aware of your membership in the Christian community and respect and support the directions of the company through the leadership of the Board and Principal.
 - vi. Participate in Performance Management processes to continue developing skills.
 - vii. Ensure your knowledge and skills are current and that your work contributes to the learning and spiritual needs of the students.

2.2 Provide an example to all by:

- a. Modelling Christian behaviour, practices and beliefs.

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- b. Building cooperative and supportive relationships with the Board, Principal, teachers, support staff, students and parents.
- c. Promoting equity of access and receptivity to ideas.
- d. Always acting in the best interests of Chairo Christian School and its ethos.
- e. Modelling the use of appropriate and proper channels of communication.

Specific Areas of Responsibility

General

- Believe in and uphold the School's Vision and Mission and commit to supporting the ethos of the School as defined in the Articles of Faith.
- Agree to abide by and uphold the policies and procedures of the School.
- Actively pursue and participate in professional development activities, which will ensure skills and knowledge are current and reflect best practice.
- Promote healthy and timely communication, as necessary and in accordance with policy, between all members of the School community.

Early Learning

All key responsibilities are based on the National Law and Regulations, the Eight Practices Principles and Outcomes detailed in the EYLF, VEYLDF and the NQF Quality Areas, Standards and Elements. All Chairo Christian School Kindergarten Assistants are expected to have a working knowledge of these documents, which should underpin their pedagogy and, together with the Chairo Christian School Kinder philosophy, directly reflect their relationships with children, families and colleagues.

1. Plan and implement a quality educational program (NQS Quality Area 1: Educational program and practice)

- Assist in the planning, implementation, assessment and review of a high quality and diverse educational program based on Chairo Christian School Kinder curriculum frameworks and with reference to the NQS, considering the developmental needs, interests and abilities of all the children attending the service
- Actively support every child to participate in the program and assist in ensuring that the program promotes children's agency, choices and influence.
- Assist in the documentation of children's learning in accordance with the Chairo Christian School Kinder philosophy and the learning outcomes (EYLF and VEYLDF).
- Utilise a variety of teaching strategies by being attuned to the children's interests and including intentional teaching and reflective practice in daily work.

2. Promote the health and safety of all staff and children (NQS Quality Area 2: Children's health and safety; Quality Area 3: Physical environment)

- Ensure staff and children utilise effective health and hygiene practices, including meeting all regulations relating to food safety and preparation, medical management plans, and risk management plans, policies and procedures.

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- Ensure that all children have access to nutritious food and fresh drinking water.
- Assist in the promotion of health, wellbeing and physical exercise and play.
- Ensure a safe and stimulating physical environment where all staff and children are protected from hazards or harm.

3. Build positive relationships with all stakeholders (NQS Quality Area 4: Staffing arrangements; Quality Area 5: Relationships with children; Quality Area 6: Collaborative partnerships with families and communities)

- Work cooperatively, ethically and respectfully with colleagues, and support each other's professional development.
- Develop and maintain respectful, supportive, collaborative and responsive relationships with children and their families.
- Assist with the supervision of workplace students and volunteers.
- Assist with an effective induction and orientation process for new families, children and staff, including workplace students and volunteers.

4. Contribute to the effective management of the service (NQS Quality Area 7: Leadership and service management)

- Ensure all practices are in accordance with the NQS and reflect the educational frameworks, philosophy, policies and procedures of the School.
- Attend meetings and professional development opportunities as appropriate or as agreed.
- Contribute to the continuous improvement of the Kinder through reflective practice.
- Assist in the completion of any collection of data, medical or other records required in a timely manner, and in accordance with Chairo Christian School Kinder policies and procedures and the NQS

Child Safety Responsibilities

All support staff members are required to be familiar with the contents of our Child Protection and Safety Policy and our Child Protection Program, and with their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the school's Child Protection Officers.

Child Safety specific experience, qualifications and attributes

- Display a high level of integrity and trust
- Ability to role model the school's values
- Experience in working with children
- An understanding of appropriate behaviours when working with children.

Relevant Qualifications, experience and attributes

- Diploma of Early Childhood and Care or Certificate III in Early Childhood Education and Care (depending on current ratio needs)

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- Current and approved First Aid Training as per regulations, including Anaphylaxis management training, approved emergency asthma management training
- Working knowledge of approved curriculum frameworks desirable.
- A working knowledge and understanding of the developmental needs of the children who attend the Kinder.
- The ability to establish warm and nurturing relationships with children, while being sensitive to their individual and collective needs.
- Well-developed interpersonal and communication skills with both children and adults
- Demonstrated ability to work with families, children and educators in a culturally competent manner.
- The ability to work cooperatively and flexibly within a team environment.
- Well-developed organisational skills
- Computer/IT skills to support record keeping and documentation
- Highly developed observation skills
- Ability to be professional and maintain confidentiality.
- Knowledge of child protection procedures