



Sheldon College POSITION DESCRIPTION



Co-Educator – Early Years

Department:	Early Learning Centre
Responsible to:	Principal
Reports to:	Director of Early Learning

About Sheldon College

Sheldon College is an independent, co-educational, non-denominational College situated in Redland City, catering for students from 15 months of age through to Year 12. We provide a first-class curriculum in the academic, sporting and cultural arenas with access to state-of-the-art classrooms, laboratories, resource centres and studios, as well as cultural, performing arts and sporting facilities.

Our teachers are our most valuable investment. Every member of our academic staff plays a key role in delivering excellence in education. We deliver on our commitment to provide outstanding education in a safe, secure learning environment, underpinned by our philosophy of **Love, Laughter and Learning**.

Child Safety and Wellbeing

Sheldon College has a zero-tolerance approach to any behaviours that compromise student safety and wellbeing, including child abuse. The College prescribes to the Universal Principle that all children have the right to feel safe, respected, and heard, protected from all forms of abuse, harm, and neglect in a culturally safe environment.

All staff are required to uphold the College's Child Safety and Wellbeing framework, including the Child Safety and Wellbeing Policy, Staff Code of Conduct, and Raising and Responding to Concerns Policy. It is an inherent requirement of all staff members' employment to meet mandatory reporting obligations. Staff must apply a culturally sensitive and trauma informed approach in all Child Wellbeing related activities and Child Safety investigations across all areas of the College.

Successful applicants must demonstrate a commitment to child safety and will be required to complete all mandatory training and compliance requirements prior to undertaking duties.

Position Overview

Under the direction of the Lead Educator/Early Years Teachers, assist in implementing a care program that provides for the individual needs of the whole child for whom they share a responsibility in a whole group setting.





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Co-Educators play a very important role at the College. No day is the same in this a variety filled and dynamic role. Your main duties will be supervising and interacting with the children, setting up activities and ensuring all families feel welcome at our Centre.

Casual Co-Educators may be required to cover lunch breaks, programming, holidays / sick leave days and/or support children with special rights.

Key Duties

- To support the implementation of the program that reflects the Centre's philosophy, goals and centre strategic direction as per the direct request of the Lead Educator or Early Years Teacher;
- Support the needs, interests and abilities of each child as per the programming prepared by the Lead Educator or Early Years Teacher;
- Create warm and responsive relationships with children;
- Work collaboratively with fellow educators to plan and implement experiences;
- Provide feedback to enable the program to be critically reflected upon;
- Prepare and design resources at the request of the Lead Educator or Early Years Teacher to support a program that is derived from child-initiated play experiences;
- Actively participate in children's play to extend the learning toward the Centre's set of clearly defined goals;
- Assist the Lead Educator or Early Years Teacher in ensuring a safe environment for children and adults;
- Adhere to directed Workplace Health and Safety procedures and report any issues of concern to the Centre Manager or Assistant Centre Manager;
- Refer any reported or suspected child protection issues to the Lead Educator or Early Years Teacher who will then report it to the Centre Manager;
- Cater for the individual health requirements of each child;
- Implement effective food handling and hygiene practices;
- Report any occurrences of infectious conditions to the Lead Educator or Early Years Teacher and support any subsequent management plans;
- Ensure the premises are kept in an orderly and safe manner and report any breakages or wear and tear to the Lead Educator or Early Years Teacher;
- Assist in creating a responsive and inclusive atmosphere for all children enrolled in the Studio;
- Respect the diversity of each child's background and abilities, under the guidance of the Lead Educator or Early Years Teacher, to accommodate the individual needs of each child;
- Be an advocate for high quality support for all children within our service;
- Promote the safety, participation and empowerment of children with special rights;
- Respond positively and consistently to children with special rights and ensure their needs are met. This includes adjustments and requirements individual to each child;
- Be responsive to the interests of families and encourage their participation in the Centre's activities;
- Adhere to the Policies, Procedures and Philosophy of the Centre;





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- Adhere to the Sheldon College Code of Conduct and actively promote its Core values;
- Act within ECA Code of Ethics, State Government Legislation and regulations as relates specifically to Early Learning Centres and any adult whose work is to primarily care for children or young people;
- Participate in National quality standard assessment and rating process and strive to uphold its recommendations at all times;
- Be aware of programming documentation as to be able to support the program;
- Demonstrate a desire for professional growth, attending and contributing to meetings and professional learning opportunities as required;
- Be responsive to parents needs but refer any enquiries or concerns on to the Lead Educator, Early Years Teacher or the Centre Manager;
- Any other duties at the direct request of the Centre Manager or Educational Leader on behalf of the Principal of Sheldon College;
- Professional and clear communication with families.

Position Requirements

- Minimum Certificate III in Early Childhood Education and Care (or equivalent); or
- Diploma of Early Childhood Education and Care (or equivalent), or:
- Certificate IV in Education Support (or equivalent) – Term-Time Kindergarten roles only;
- Current Emergency First Aid Response in an Education and Care Setting certificate;
- Current ACECQA approved Anaphylaxis and Emergency Asthma Management Training;
- Valid Working with Children Check clearance/ Blue Card or the ability to apply for one;
- Completion of accredited Child Protection and Safety Training:
 - Demonstrated understanding of mandatory reporting obligations and child safety responsibilities.
 - Completion of Child Safety Training in accordance with Child Safe Standards (from 1 January 2026), or willingness to complete upon commencement;
- Ability to create a safe, secure learning environment in which trust is fostered, individual differences are respected and valued, and students are encouraged to be risk-takers and self-directed learners;
- Strong team orientation with the willingness to contribute and collaborate in a team environment;
- Ability to establish effective relationships with colleagues and parents, and partnerships within the wider community;
- Demonstrate effective, professional communication skills at all times;
- High standards of personal integrity and professionalism;
- Willingness to model the 4C's – Courtesy, Consideration, Cooperation, and Common Sense;
- Uphold the professional standards and expectations of Sheldon College at all times, demonstrating a clear commitment to the role and responsibilities of an early childhood educator.

