



## Position Description

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| <b>Position:</b>       | <b>Early Learning Centre Co-educator</b>   |
| <b>Appointed by:</b>   | <b>The Principal</b>                       |
| <b>Responsible to:</b> | <b>ELC Director</b>                        |
| <b>Location:</b>       | <b>St Anne's &amp; Bairnsdale Campuses</b> |

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### School Overview

Gippsland Grammar provides an outstanding contemporary, holistic education where our Community has a shared understanding of what we learn, how we learn and who we teach. Our School culture is centred around our core values of Compassion, Leadership, Excellence, Responsibility and Respect and develops people of character who act with integrity and wisdom.

At Gippsland Grammar responsibility for the protection of children is shared because children are safeguarded only when all individuals accept responsibility and work together and play their part in keeping children and young people safe from harm and abuse.

All staff are required to comply with the School's Student Protection Program (including the Student Protection and Safety Policy, Student Protection Staff Code of Conduct, and Make a Report Procedure), as well as their legal and professional obligations with respect to the prevention and reporting of actual or suspected child abuse and reportable conduct.

It is each such staff member's individual responsibility to be aware of key risk indicators of child abuse or reportable conduct, to be observant, and to raise any concerns they may have with one of the Principal, the Executive Leadership Team, the School's Student Protection Officers (and/or with external agencies, where required). In this regard, staff are encouraged to voice their concerns, no matter how minor, trivial or insignificant.

All contractors and volunteers involved in student-connected work are required to adhere to the School's Student Protection and Safety Policy and Student Protection Staff Code of Conduct and are responsible for contributing to the safety and wellbeing of students in the school environment. They too have obligations with respect to the reporting of actual or suspected child abuse or reportable conduct allegations.

Again, it is the School's expectation that contractors and volunteers are attuned to their individual responsibilities and act in accordance with their internal and external reporting obligations, and the School's policies and procedures (including the Student Protection Program).

All employees at Gippsland Grammar are required to:

- Support and adhere to the School's Child Protection Program, including the Child Protection and Safety Policy, Child Protection Staff Code of Conduct, Make a Report Procedure and associated policies and procedures.
- Attend and take part in child protection training including the completion of online modules on the detection and reporting of child abuse.
- Report cases of suspected child abuse in accordance with School policy (including the Make a Report Procedure) and legal obligation.

## **Position Overview**

The ELC Co-Educator is responsible for supporting the implementation of a high quality educational program that reflects best pedagogical practice, Centre philosophy and School ethos.

## **Requirements, Duties and Responsibilities:**

### 1. Administrative Duties

- a) Help maintain regular documentation/observations and student portfolios that reflect individual and group abilities and interests. To follow the process for maintaining this documentation in conjunction with Teacher and ensure that these documents are of a high standard and reflect current practice in the Centre as designated by the Educational Leader (Director). An approved Early Years Learning Framework is to be used as the basis of all planning and documentation.
- b) To ensure that all other records are prepared according to School and ACECQA regulations.

### 2. Team Work

- a) To work under the direction of the Teacher and with all other ELC and school staff members in a collaborative, inclusive and supportive manner.
- b) Work collaboratively with other educators in the centre, sharing cleaning and routine maintenance tasks. In the case of shared rooms the Educator leaving the room at the end of day must ensure a timely and clean pack up that allows incoming Teacher time to set up for next session.

### 3. Meetings

- a) Be available for regular after school and ELC staff meetings, school events or professional development as required.
- b) Participate in professional development, meetings, orientation days or other as directed by Director or Approved Provider or Head of Junior School. It is expected that you will participate in staff professional days at start of year and term 3 as well as an annual Compliance Day regardless of which days they fall on. Co-educators will also be called in during holiday periods to assist with room set up.

### 4. Facilities and safety

- a) Maintain a clean, safe and aesthetically pleasing environment in playroom and playground that reflects the philosophy of this service or as designated by the Director or Teacher. To immediately report any hazards or danger to Nominated Supervisor or Director.
- b) Create and maintain a safe environment in which students may enjoy their participation
- c) Support the routines of the program including lifting and carrying of rest time mats, cleaning of mats, sweeping floors and tables and toilet cleaning or other as required by Teacher or Director.
- d) Packing away and lifting of indoor and outdoor equipment is included in this role.

### 5. Family contact

- a) Promote the School in a positive way to families, understanding the importance of marketing our service and supporting the Director as required in this role.
- b) Develop warm, respectful and inclusive relationships with children and families in the service.

### 6. Professional Responsibilities

- a) Work collaboratively as a member of the ELC team to ensure best possible outcomes for the students, staff and the school.
- b) Actively engage in professional development activities and contribute to improved professional skills, pastoral skills and knowledge.
- c) Actively engage in Team and Staff meetings.

- d) Adhere to and abide by the expectations set out in the School's policies and procedures, including Gippsland Grammar's Guidelines for Professional Behaviour.
- e) Compliance with the School's OHS requirements and other requirements (including in respect to anti-discrimination), as mandated by legislation.

## 7. Child Safety

Staff are responsible for supporting the safety and wellbeing of the School's students as follows:

- Behave as a positive role model to students, including through words, conduct and actions.
- Actively promote the safety, welfare and wellbeing of students.
- Provide a learning experience which is consistent with the School's and relevant professional or occupational codes of conduct, which supports students to achieve their personal best, and takes into account individual learning and behavioural needs.
- Act consistently (both in person and in the online environment) with the School's student safety and wellbeing strategies.
- Be vigilant and proactive with regard to student safety and child protection concerns, and take all reasonable steps to protect students from such harm (examples of which include, but are not limited to bullying, discrimination, grooming, harassment, neglect, sexual misconduct, sexual offences, physical violence, reportable conduct and victimisation).
- Encourage and support students who raise safety concerns (including about actual and suspected child abuse or reportable conduct).
- Provide age-appropriate supervision for students.
- Comply with any directions, guidelines, policies, procedures and rules promoted by the School with respect to student safety.
- Knowledge, understanding and adherence to all School and staff obligations regarding student safety, including Ministerial Order 1359 – Child Safe Obligations other child safe requirements mandated by legislation (as amended from time to time).
- Commitment to providing a child safe environment and child safe conduct in all aspects of employment at the School.
- Comply with all aspects of the School's Child Protection Program, including the School's Child Safe Policy Statement and Child Safety Staff Code of Conduct.
- Willingness, understanding and ability to report student safety concerns in line with the School's policies (such as the Make a Report Procedure) and applicable mandatory reporting requirements.
- Complete annual training in Child Safety as required.

## 8. Pastoral

- a) This position includes duties associated with a support staff role, including demonstrated empathy and skills in providing pastoral support to students within the pastoral care framework.

## 9. Co-curricular

Be routinely involved in the co-curricular program, which may include activities that extend beyond the 'normal' school day.

### **Statement of Commitment to Child Safety**

Creating and maintaining a student safe culture requires input from the entire School community. Our aim, is to provide a safe environment that aligns with the core values of academic care at Gippsland Grammar; compassion, leadership, excellence, respect and responsibility.

To achieve this, we promote a model of education where students are understood not just as learners, but as an integral part of the School and broader community. As such, we value wellbeing and resilience, celebrate diversity, and embrace a growth mindset, through classroom experiences, and in our approach to academic care, practices policies and procedures.

The commitments, values and principles which guide the School are further outlined in the School's Child Protection and Safety Policy (a copy of which is available on the School's website).

*Gippsland Grammar is a student safe environment. Every student has a right to be safe, and at the School, we take a zero-tolerance approach to any behaviours that jeopardise student safety and wellbeing (including child abuse and reportable conduct). As such, preferred applicants will be subject to child protection screening, background and reference checks, verification of identity checks and must adhere to the School's student safe practices, as outlined in the Student Protection Program policies on the School's website.*

All prospective employees will be informed about the School's child safety and wellbeing practices, including the Student Protection Staff Code of Conduct.

## **Key Selection Criteria**

### Qualifications

- a) Hold a minimum of an approved Diploma of Children's Services
- b) Hold a current and valid Employee Working with Children Check and
- c) First Aid qualifications - HTLAID004

### Essential Criteria

- a) Satisfactory National Police Check.
- b) Be prepared to assume role of responsible person as directed by Nominated Supervisor, Director or Approved Provider (Principal)
- c) Be fully conversant with all aspects of National Education and Care Act (2011) and National Quality Standards
- d) Exhibit personal behaviour reflective of the Anglican ethos of the School, and which aligns with the School's Vision, Mission and Values.

### Desirable Criteria

- a) Be able to work harmoniously and collaboratively as a team member, reporting regularly to the Teacher, Nominated Supervisor and Director
- b) Be knowledgeable about the approved Early Years Learning Frameworks and able to apply these to the workplace as required.
- c) Be willing to participate in and also encourage students to fully participate in the life of our school
- d) Be a passionate and dedicated early childhood educator who strives to excel

*This Position Description is a guide only, and is not intended to be an exhaustive or exclusive list of duties for this position.*