



GEELONG GRAMMAR SCHOOL®
EXCEPTIONAL EDUCATION

POSITION DESCRIPTION

POSITION:	Early Childhood Co-Educator
DEPARTMENT/CAMPUS:	Early Learning Centre, Toorak
DATE PREPARED:	November 2024
REPORTS TO:	Director of the Early Learning Centre

WORKING ENVIRONMENT

Geelong Grammar School is one of the world's leading coeducational boarding and day schools offering exceptional education to all of its students, from Early Learning to Year 12. Geelong Grammar School seeks to inspire its students and community to thrive and make a positive difference through its unique and transformational education. Geelong Grammar School has four campuses:

Bostock House (approximately 100 students). Situated in the Geelong suburb of Newtown, this campus caters for day students from Early Learning to Year 4. After Year 4, students from Bostock House proceed to Corio. The Bostock campus has approximately 17 full time and part time teaching and support staff.

Toorak (approximately 320 students) is located in Melbourne. It caters for day students from Early Learning to Year 6. After Year 6, most students proceed to Corio. The Toorak campus has approximately 50 full time and part time teaching and support staff.

Corio (approximately 900 students) offers day, day boarding, weekly boarding and full boarding in Years 5 to 8 (Middle School) and day and full boarding in Years 10 to 12 (Senior School). About 70% of Corio students are full boarders. Approximately 100 staff (nearly all teaching) reside on the campus, with 30 accommodation units being connected to boarding houses, and the remainder consisting mostly of free-standing residences. The campus is like a small community with its own (large) kitchen/dining facilities, a medical centre (9 beds), chapel and maintenance workshops and comprehensive educational infrastructure. The campus also provides high level sport, recreational, training and performance facilities used by the School community. The Handbury Centre for Wellbeing provides a gymnasium, indoor swimming pool, dance studio and multi-purpose playing courts and the (SPACE) provides "State of the Art" auditoriums, performance theatres, creative education hubs and display spaces that utilise the latest in technology.

Timbertop (approximately 245 students) is a boarding campus for all Year 9 students, located near Mt Buller in Victoria's Alps. All teaching staff live on the campus and students spend the entire year at Timbertop taking part in hiking, recreational and community service activities.

POSITION OBJECTIVES:

To assist the Classroom Teacher to provide high quality care and education of children.

KEY RESPONSIBILITIES:Curriculum

- Provide a nurturing, interesting and stimulating learning environment which caters for the needs of all children within the group.
- To provide for and understand, the needs of children's different cultural and social backgrounds and respect their individuality.
- Plan with the ELC team to develop, implement and evaluate the Early Learning Centre Curriculum.
- To be aware of the Philosophy of Reggio Emilia, The Primary Years Programme of the International Baccalaureate and current best practice theories when designing the learning environment and curriculum.
- Have an ongoing commitment to and participation in, professional development activities that generate an awareness of current trends and development in education and enhance children's learning.
- To be aware of the National and Victorian Early Years Learning and Development Framework and the National Quality Standards that have been implemented by the Government in 2012.

Classroom

- To assist with the supervision of the daily programme.
- Attend to the health and safety of the children in the ELC.
- Administer First Aid where necessary.
- Set up and pack away equipment to provide children's experiences that reflect the aims and philosophy of the ELC and the specific intentions of the current learning agenda.
- Share observations with teaching colleagues on all children in the group with regard to individual needs and potential.
- To provide a consistent and effective role model for children at all times.
- To assist with the maintenance of safety and effective functioning of classrooms, staff areas, storage cupboards and bathrooms.
- To ensure all legally required documents (attendance register, incident forms, medication register, extended hours care register, collection authorisation etc) are accurate, complete and are maintained daily.
- To ensure all children requiring aftercare are signed in to the Extended Hours Care register as the ELC programme concludes.
- To adhere to the School guidelines with regard to curriculum, sun smart, behaviour guidance, early intervention and protective behaviours.
- To carry out delegated responsibilities within the ELC team e.g. the buying of kitchen goods, and art equipment are cleaned daily.
- To provide proactive supervision of children at all times.

Professionalism

- To work as a co-operative member of the ELC team and maintain harmonious working relationships.
- To be aware of the current Education and Care Services National Regulations and Education and Care Services National Law Act as outlined by The Department of Education and Early Childhood Development and any changes or updates made to the Law or Regulations.
- To attend team and School meetings where necessary.
- To attend relevant information nights and events.
- Maintain student, staff, and parent confidentiality.
- Maintain professional and co-operative collegial relations.

School Expectations

- Reflect and uphold the values of the School at all times.
- To contribute to the co-curricular programme of the School.
- To take an active role in the general life of the School.

ORGANISATIONAL RELATIONSHIPS:

The Early Childhood Co-Educator reports to the Director of the ELC and works closely with the ELC Classroom Teacher.

INTERNAL LIAISONS

ELC Team
Toorak staff

EXTERNAL LIAISONS

Professional Associations
Parents

KEY SELECTION CRITERIA:

- Knowledge of current teaching practice and theory in particular the Primary Years Programme, The Early Years Learning Framework for Australia and the Principles of Reggio Emilia is an advantage.
- Proven ability to work within a team.
- The ability to create a vibrant and exciting learning environment.
- Excellent communication with teaching colleagues.
- High quality curriculum work with teaching colleagues.
- Demonstrate an ability to care for children and to cater for the individual needs and develop the potential of each child.

QUALIFICATIONS AND EXPERIENCE:

- A minimum of a 2-year full time, or part time equivalent Early Childhood qualification (i.e. Diploma in Early Childhood Studies) as required by the Department of Education and Early Childhood Development and approved by the Australian Children's Education and Care Quality Authority.
- Must have the ability to provide a nurturing, interesting and stimulating learning environment which caters for the needs of all children within the ELC.
- Current Victorian Working With Children Check - Employment (WWC) and a current National Police Check or current VIT Registration (which includes a National Police Check).
- It is a condition of employment that Early Childhood Co-Educators must possess First Aid qualifications and have current Anaphylaxis Management Accreditation in accordance with the new Ministerial Order 706 and the School's Anaphylaxis Management Policy (2020). Information regarding First Aid and Anaphylaxis Management Accreditation requirements, training courses and compulsory briefings scheduled by the School are provided by the Head of Campus.

COMMITMENT TO POSITIVE, ADVENTURE AND CREATIVE EDUCATION:

Geelong Grammar School is committed to experiential learning with and through nature and Creative, Adventure and Positive Education.

All staff are required to attend our Discovering Positive Education training course within their first two years of employment at the school. Staff also have the opportunity to participate in ongoing Positive Education training throughout the year.

OTHER REQUIREMENTS AND OUT OF HOURS EXPECTATIONS

- Attendance at School events outside of usual work hours may be required (for example Staff Conference Dinner/Athletics Day).

OUR COMMITMENT TO STUDENT SAFEGUARDING

Geelong Grammar School is committed to the safety of all students and has a zero tolerance of student abuse.

WORKING WITH CHILDREN CHECK & NATIONAL POLICE CHECK

All employees of Geelong Grammar School must hold a Victorian Working with Children Check (Employment) prior to appointment, and National Police Check completed within three (3) months prior to appointment.