

TITLE	Co Educator
EMPLOYMENT STATUS	Part time
HOURS OF WORK	Monday to Friday, 8:30am – 3:30pm (term time only)
ENTERPRISE AGREEMENT	Launceston Church Grammar School General Staff Enterprise Agreement
EA CLASSIFICATION	Classroom Support Services Employee, Pay-scale 3.1
REPORTS TO	Educational Leader
REPORTS	Nil
LOCATION	Junior Campus

The Service

Early Learning Centre and Outside School Hours Care	
7.30am - 8.30am	<i>Outside Hours Care - Before School Care</i>
8.30am - 8.45am	Arrival time – Teaching staff available to discuss pastoral issues
8.30am – 3.30pm	Early Learning Programme
3.00pm - 6.00pm	<i>Outside Hours Care - After School Care</i>

Scope of position

The Co-Educator position assists Teachers to deliver educational programmes and services to children and are actively involved in the implementation of learning programs. All duties and responsibilities are based on the National Law and Regulations, the Principles, Practices and Outcomes detailed in the Early Years Learning Framework (EYLF), and Framework for School Aged Care (FSAC), and the National Quality Framework (NQF) Quality Areas, Standards and Elements and International Baccalaureate (IB) and Primary Years Program (PYP early years).

All co-educators are expected to have a working knowledge of these documents, which should underpin their pedagogy and practice, together with the statements of philosophy, as evidenced by their relationships with children, families, and all staff.

Duties and Responsibilities

PLAN AND IMPLEMENT A QUALITY EDUCATIONAL PROGRAM (NQS 1 EDUCATIONAL PROGRAM AND PRACTICE)

- Assist in the planning, implementation, assessment and review of the programs consider the developmental needs, interests and abilities of all the children.
- 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.
- Utilise a variety of teaching strategies including intentional teaching and reflective practice in daily work to ensure all children can participate.

PROMOTE THE HEALTH AND SAFETY OF ALL STAFF AND CHILDREN (NQS 2 CHILDRENS HEALTH AND SAFETY, NQS 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.
- Ensure that all children have access to nutritious food and fresh drinking water, as well as assisting in the promotion of health, wellbeing and physical exercise.
- Ensure a safe and stimulating physical environment where all staff and children are protected from hazards or harm.

BUILD POSITIVE RELATIONSHIPS WITH ALL STAKEHOLDERS (NQS 4 STAFFING ARRANGEMENTS, NQS 5 RELATIONSHIPS WITH CHILDREN, NQS 6 COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES)

- Work cooperatively, ethically and respectfully with other educators, 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 preservice students and volunteers.

- Assist with an effective induction and orientation process for new families, children and staff, including preservice students and volunteers.

CONTRIBUTE TO THE EFFECTIVE MANAGEMENT OF THE SERVICE (NQS 7 LEADERSHIP AND SERVICE MANAGEMENT)

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

Key Selection Criteria

- Minimum requirement **Certificate III in Children Services** (or working towards).
- Demonstrated understanding of the specific academic, social, and pastoral needs of students and a particular enthusiasm for working with children.
- An understanding and commitment to the School's policies in relation to Child Safety – **Australian Childhood Foundation (ACF) Certificate**
- Current/valid **Working with Vulnerable People Card** (WWVP)
- **National Police Check** or willingness to obtain
- Current **HLTAID012 First Aid** qualification in an Education and Care Setting.
- Knowledge of the National Quality Standards, the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011.
- Experience in the education and care of children
- Experience and ability to establish warm, nurturing and responsive relationships with children.

Safeguarding Children and Young People

Launceston Church Grammar School is an Australian Childhood Foundation Accredited School and we take the safeguarding of children and young people seriously.

- Ensure all Launceston Church Grammar School policy compliance is met;
- Ensure that your interactions with children and young people are positive and safe;
- Provide adequate care and supervision of children and young people in your charge;
- Act as a positive role model for children and young people;
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management,
- Maintain valid working with vulnerable people registration; and
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

Attitudes and personal qualities

- Honest, trustworthy and ethical
- High-level interpersonal and communication skills, balanced with a respect for confidentiality.
- Ability to work cooperatively and flexibility within a team.
- Supportive of the Anglican Ethos of Launceston Church Grammar School
- Warm, caring nature and a sense of humour.
- Reliable, responsible and dependable