



**St Margaret's
Berwick Grammar**
VIRTUTE ET LABORE

St Margaret's Berwick Grammar

Position Description

Title:	Early Childhood Co-Educator
Campus:	Berwick Campus
Reports to:	Head of Junior School / Early Learning Centre Director
Tenure:	Fixed term contract to end of 2025, potential for ongoing Commencing Term 3, Wednesday 23 July 2025
FTE:	Tuesday - Friday 10:45am-1:45pm

This organisation has zero tolerance for child abuse.

This organisation promotes the safety, wellbeing, and inclusion of all children, including those with a disability.

This organisation promotes the safety and wellbeing of children from culturally and/or linguistically diverse backgrounds and encourages applications from people from culturally and/or linguistically diverse background.

All potential employees will be required to comply with the School's Child Safe Policy and Code of Conduct.

Primary Purpose

Support the planning, organisation and delivery of the Early Learning Centre (ELC) program.

Position in Context

St Margaret's Berwick Grammar ELC provides exceptional programs and care for children aged three to five. The ELC Co-educator has a close working relationship with the ELC Director and the ELC Pre-Prep Teachers with the aim to achieving an outstanding program that is both engaging and innovative.

St Margaret's Berwick Grammar ELC is a smoke, drug and alcohol free area.

St Margaret's Berwick Grammar ELC is committed to maintaining a child-safe environment.

Level of decision-making

In consultation with the ELC Director and the ELC Pre-Prep teachers, the ELC Co-educator is responsible for supporting the delivery of an effective and innovative learning program, which reflects the educational philosophy and curriculum objectives of the School. It is the responsibility of the co-educator to inform the ELC teacher of any student or staff incidents or serious issues. The ELC Director provides overall direction and coordination of learning programs to ensure consistency and compliance.

Major responsibilities

- To implement and comply with all elements of the Early Learning Centre policies and philosophy.
- To have comprehensive knowledge of the current *Children's Services Regulations and Act* and adhere to requirements at all times.
- To model the behaviour and standards expected of staff members as reflected by the Early Childhood Code of Ethics and Code of Conduct policy.
- To be familiar with the International Baccalaureate (IB) Primary Years Programme (PYP) and work with the children in a manner that reflects the values of the programme.
- To work with the Pre-Prep teachers to implement a stimulating and developmentally appropriate educational program that engages young children in line with the principles of the Early Years Learning Framework for Australia (Belonging, Being and Becoming), the National Quality Framework and the International Baccalaureate Primary Years Programme.
- Assist with the preparation of all experiences and ensure that all programs are set up and delivered in a safe and timely manner.
- Perform clean up routines and procedures as required.
- To interact with the children to support them to achieve optimal development and individual/ group goals and outcomes.
- To be responsive to the ongoing needs of the children and their families in the Early Learning Centre.
- To show care, respect and a commitment to confidentiality in all interactions with children, parents, families and staff.
- To develop and maintain welcoming, positive and respectful relationships with the children, parents, families and staff in the Early Learning Centre.
- To assist the teachers in all aspects of the program delivery including preparation and organisation of the indoor and outdoor learning environments and resources.
- To assist in working with individuals and small groups of children in both spontaneous and organised activities.
- To assist and support children and teachers with all transitions.
- To assist in the maintenance of a clean, safe and hygienic Early Learning Centre environment.
- To display active and diligent supervision of the children at all times.
- To have a good understanding of, and participate when required, in emergency procedures.
- To assist the teachers with accurate and confidential record keeping.

- To assist the ELC educators in observing, assessing and recording each child's progress, interests and achievements.
- To attend and contribute to monthly Professional Learning Team meetings.
- To attend parent information/orientation sessions as required.
- To undertake other duties from time-to-time as required by the Early Learning Centre Director or the Head of Junior School.
- To engage in Professional Development and share learning with the Early Learning Centre team to ensure best quality outcomes and registration compliance.

Key relationships

Internal

- **ELC Director** – ensuring consistency in program delivery and expectations within the ELC and, where necessary, allowing for variations that best cater for gender differentiation
- **ELC Staff** - to work as a positive and supportive team member meeting the needs of the children
- **Academic and Administration staff** –student programs and parent communication
- **Students** – to monitor progress and discuss any observations
- **Colleagues** – to exchange ideas and information

Skills and experience

- Diploma of Children's services or higher
- An approved First Aid certificate- HLTAID012
- Current accreditation in:
 - CPR
 - Emergency Asthma Management
 - Management of Anaphylaxis
 - Child protection training
- Current Working with Children check
- Current National Police Records Check
- Display a flexible, energetic and caring approach to the management of children.
- Recognition of individual learning needs.
- Strong interpersonal skills to enable effective communication at all levels.
- Strong organisational and planning skills.
- Maintain professionalism and enjoy working as part of a cooperative team.
- Engage in reflective practice.
- Represent the School in a positive manner to the broader community.