St Margaret's Berwick Grammar
VIRTUTE ET LABORE

Position Description

Early Learning Centre Co-Educator

ST MARGARET'S BERWICK GRAMMAR

St Margaret's Berwick Grammar is a leading non-denominational independent school for boys and girls, from Early Learning to Year 12. Our School aims to be a safe, welcoming, and serene place that offers students outstanding learning opportunities in beautifully curated grounds. Our excellent learning spaces and facilities, set over 2 campuses and 50 acres provide our students with a place to belong and connect in a natural landscape that provides a calm, secure and predictable environment in which to grow and flourish.

With two campuses located in Berwick and Officer the ELC, Junior School, Senior Girls and Before and After School Care are located at the Berwick Campus and Senior Boys located at the Officer Campus. The Berwick Campus also includes buildings and trees with a Heritage overlay.

St Margaret's Berwick Grammar has a zero tolerance for child abuse. The School promotes the safety, wellbeing and inclusion of all children, including those with a disability and those from culturally and or linguistically diverse backgrounds. The School encourages applications from people from culturally and or linguistically diverse backgrounds.

Role	Role Details
Title	**ELC Co-educator**
Employment Time	Part-Time (Monday, Wednesday and Friday) 7.45 am – 3.45 pm
Department	Early Learning Centre
Campus	Berwick Campus
Reports to	Head of Junior School / Early Learning Centre Director
Role Summary	Support the planning, organisation and delivery of the Early Learning Centre (ELC) program.

MAJOR ACTIVITIES

- Implement and comply with all elements of the Early Learning Centre policies and philosophy.
- Have comprehensive knowledge of the current *Children's Services Regulations and Act* and always adhere to requirements.
- Model the behaviour and standards expected of staff members as reflected by the Early Childhood Code of Ethics and Code of Conduct policy and St Margaret's Berwick Grammar Policies.
- 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.
- 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.
- Develop and maintain welcoming, positive and respectful relationships with children, parents, families and staff in the Early Learning Centre.
- Be responsive to the ongoing needs of the children and their families in the Early Learning Centre.
- Show care, respect and a commitment to confidentiality in all interactions with children, parents, families and staff.
- Assist in working with individuals and small groups of children in both spontaneous and organised activities and during transitions to achieve optimal development and individual/ group goals and outcomes.
- Always display active and diligent supervision of the children, including during emergency procedures.
- Assist the teachers in all aspects of the program delivery including preparation and organisation of the indoor and outdoor learning environments, tasks and resources with safety as a priority.
- Perform clean up routines and procedures as required, maintaining a clean, safe and hygienic environment.
- Assist the teachers with accurate and confidential record keeping.
- Assist in observing, assessing and recording each child's progress, interests and achievements.
- Attend and contribute to Professional Learning Team meetings.
- Attend parent information/orientation sessions as required.
- Engage in Professional Development and share learning with the Early Learning Centre team to ensure best quality outcomes and registration compliance.
- Undertake other duties from time-to-time as required by the Early Learning Centre Director or the Head of Junior School.

OCCUPATIONAL HEALTH AND SAFETY (OHS) REQUIREMENTS

- Comply with Victorian OHS legislation and St Margaret's Berwick Grammar's OHS policies and procedures.
- Perform all duties in a safe manner without risk to your own health and safety, or the health and safety of others including, but not limited to students, other staff, contractors, volunteers and visitors.
- Report any hazard, incident, injury or illness as soon as practicable to the Director of ELC and/or Business Manager.
- Make OHS a priority, by completing, or contributing to, required risk management plans whilst undertaking tasks in the School's operations.

KEY RELATIONSHIPS

- ELC Director – ensuring consistency in program delivery and expectations within the ELC and, where necessary, allowing for variations that best cater for each child's individual needs.
- ELC Staff - work as a positive and supportive team member meeting the needs of the children.
- Head of Junior School - seek the support, guidance and direction when needed.
- Academic and Administration staff –student programs and parent communication.
- Students – monitor progress and discuss any issues or concerns.
- Colleagues – exchange ideas and information.
- Parents - keep them informed of program opportunities.

SKILLS AND EXPERIENCE

- Diploma of Children's services or higher.
- An approved First Aid certificate- HLTAIDO12.
- Current accreditation in:
    - CPR
    - Emergency Asthma Management
    - Management of Anaphylaxis
    - Child Protection training to meet Victorian standards
- Current Working with Children and National Police Records Check.
- Knowledge of and experience in the Primary Years Program is not compulsory but advantageous
- Display a flexible, energetic and caring approach to the management of children.
- Strong interpersonal and planning skills to always enable effective communication and professional conduct.
- Represent the School in a positive manner to the broader community.