

## Position Description

### Early Learning Centre Co-educator Relief – Traralgon

**Position Title:** Early Learning Centre Co-educator - Reliever  
**Reports to:** Director of ELC/Head of Junior School  
**Campus:** Traralgon

#### About the Early Learning Centre Program

Our programs are play based – St Paul's values the special characteristics of children in the pre-school years which focuses on a sense of well-being and belonging, acknowledges the importance of relationships, recognises 'play' is central and provides enabling hands-on experiences.

The curriculum is formed through coordinating our long term objectives with our daily observations of individual children and the group as a whole. We plan activities based on these observations and discussions between staff and then implement and evaluate these activities in accordance with the Early Years Learning Framework.

#### Position in Context:

The ELC/Kindergarten Assistant is responsible to the Director/s of Early Learning Centre and the Head of Junior School, who in turn reports directly to the Principal.

#### Major Duties and Responsibilities:

- Implementing and teaching the planned program
- Preparing and distributing teaching aids
- Setting up
- Managing the general care and supervision of children during all activities and experiences inside and out of the classroom
- Supporting and supervising during morning tea and lunchtimes
- Assisting children with toileting and cleaning up when necessary
- Manage, monitor and maintain equipment, stock and requirements
- Maintaining a safe, clean and tidy classroom
- Providing administration support
- Promoting self-esteem and guiding behaviour

#### Qualifications

Diploma in Children's Services or Early Childhood Education and Care  
First Aid Certificate  
Anaphylaxis Management  
Asthma Management

#### Salary and Conditions

Salary will be commensurate with years of teaching and experience. General terms and conditions will be in accordance with the St Paul's Anglican Grammar School Agreement 2018.

### **Child Protection**

St Paul's Anglican Grammar School takes the issue of Child Protection very seriously. The following is an outline of the responsibilities for Teachers at the School with regards to Child Protection.

- Teachers are responsible for understanding and applying the School's child safety policies and procedures including identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting including mandatory reporting, and complying with the School's staff student boundaries.
- Teachers must also be aware of issues relating to Aboriginal, cultural and linguistic diversity or disability, among students with whom they will have direct contact, and in addressing child protection teaching and disclosures.
- Teachers must complete the St Paul's Anglican Grammar School Child Protection Training within the first two weeks of employment at the School.

### **Occupational Health & Safety**

All employees are responsible for their own safety behaviour and adherence to safe work practices is a condition of employment. Employees are required to observe all safety regulations and procedures.

All employees are responsible for:

- Carrying out their duties in a manner which does not adversely affect their own health and safety or that of others.
- Cooperating with measures introduced in the interest of workplace health and safety
- Undertaking any training provided in relation to OH&S
- Immediately reporting all matters which may affect workplace health and safety to the OH&S manager, Head of School or Maintenance Manager.
- Correctly using any information, training, personal protective equipment and safety devices provided.
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Undertaking only those tasks for which they have authorisation and / or the necessary training and for which all necessary safety arrangements are in place.

### **Intellectual Rights**

In accepting this offer of employment, you:

- presently assign to the School all existing and future Intellectual Property Rights (defined below) in all inventions, models, designs, drawings, plans, software, reports, proposals and other materials created, generated or developed by you (whether alone or with the School or with other employees, agents or contractors of the School), during the hours of work or otherwise, for use by the School;
- acknowledge that by virtue of this paragraph all such existing rights are vested in the School, and, on their creation, all such future rights will vest in the School;
- agree that you will do all things reasonably requested by the School to enable it to assure further the Intellectual Property Rights assigned under this contract of employment;
- agree that you will not use, copy or reproduce any of the intellectual property of the School other than for the purpose of your employment or as approved in writing by the School;
- voluntarily and unconditionally consent to all or any acts or omissions by the School (or persons authorised by the School) in relation to any and all works made by you (whether before or after this consent is given) during your employment which would otherwise infringe your Moral Rights.
- **Intellectual Property Rights:** all intellectual property rights including, without limitation, patents, significant copyright works, registered designs, trademarks (both registered and unregistered), business and trading names, and the right to have confidential information kept confidential.

- **Moral Rights:** in relation to any copyright works that you may author in the course of your employment with the School, the right of attribution, the right to prevent false attribution, and the right of integrity.