

## POSITION DESCRIPTION

### Early Childhood Co-Educator – Traralgon

**Position Title:** Early Childhood Educator  
**Reports to:** Early Childhood Teacher / Director of ELC / Head of Junior School  
**Campus:** Traralgon

The following Position Description is intended to give prospective applicants an overview of the intended position only. It is not intended to be an exhaustive summary of tasks and duties. It is expected that specific tasks and functions will change from time to time in line with School's operational structures and programs.

#### About the Early Learning Centre Program

St Paul's Anglican Grammar community values the special characteristics of children in the pre-school years which focuses on a sense of wellbeing 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 using the Early Years Learning and Assessment tool kit 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 Victorian Early Years Learning Framework.

#### Position in Context

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

The person will:

- Display a supportive and respectful attitude to our St Paul's community.
- Demonstrate best practice in developing children's thinking.
- Foster an environment that empowers children to convey their understandings through the many forms of expression.
- Encourage an ethos of collaboration and teamwork amongst the children, the staff and the parents.
- Ensure appropriate documentation is provided in regard to developing curriculum, assessment and making learning visible to parents and the community.
- Display the value of the greater St Paul's Nature Kinder Program, exploring with regular visits.

#### Major Duties and Responsibilities:

##### 1. Students

- Assist with the program and daily routines, as directed by the teacher.
- Assist with Early Years learning and assessment tool - observe, assess, and document each child's progress.
- Assist the teacher in the provision of a healthy, safe and welcoming environment for the children and families attending the service.
- Assist in working with individual and small groups of children.
- Attend to the physical, social and emotional needs of the children as required.
- Ensure that any child or group of children are adequately supervised, and that every reasonable precaution is taken to protect them from any hazard.

- Inform the teacher if the requirements of the Regulations or the Act are not being met.
- Take written observations of children as required, under the teacher's direction.
- Assist with the preparation and cleaning-up of activities under the supervision of the teacher.

## 2. Parents

- Foster positive relationships with parents, accept and respect diversity.
- Interpret the Kindergarten program to families.
- Direct parent concerns and enquiries to the teacher
- Attend and promote parent functions relevant to the ELC or Junior School.
- Encourage parental involvement in ELC/School life.

## 3. Staff

- Work as a member of a cooperative and professional team.
- Attend meetings as directed by the teacher.
- Be actively involved in the National Quality Standard and support the Quality Improvement Plan.
- Participate in an annual staff review.
- Propose relevant professional development and training programs, and participate in professional development activities.

## 4. Promotion and Publicity

- Attend special events as required for example, Welcome picnic and Special people evenings
- Actively support and promote the ethos and values of the School, as expressed in the School's Mission and Values Statement

## Qualifications

Diploma/Certificate III in Child Care  
 First Aid Certificate  
 Anaphylaxis Management  
 Asthma Management

### Child Safety Statement

St Paul's is a child safe employer and is committed to the welfare of children and their protection. The School has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the School's Child Safe Policy and Code of Conduct. St Paul's performs thorough assessments of potential and existing employees in accordance with this policy. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks, Working with Children Checks and checks of social media accounts.

St Paul's has zero tolerance of racism and it is an expectation that staff and volunteers will act on incidents of racism. It is also an expectation of the School that all staff and volunteers will support children to express their culture and enjoy their cultural rights.

St Paul's is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

## Key Contacts

### Internal

Head of Junior School  
Director of Early Learning Centre  
Principal  
Deputy Principal  
Head of Admissions  
ELC and Junior School Staff  
Students  
Parents

### External

Regulatory bodies  
ACECQA  
ISV  
Department of Education and Training  
Other educational institutions  
Educational associations

## 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.

### **Information for Applicants**

St Paul's Anglican Grammar School is a multi-campus Independent School with campuses located in Warragul, Traralgon and Drouin in West Gippsland.

The Warragul campus is approximately 100kms from Melbourne, Drouin Campus 90kms and the Traralgon Campus 175kms.

The School has approximately 1700 students and 340 staff across all locations.

The AITSL National Professional Standards for Teachers serve as a guide for our expectations for our School Leaders and teachers. Staff are expected to demonstrate strong ICT skills in teaching, communication and administration.

Staff at St Paul's Anglican Grammar School are expected to support the Anglican ethos of the School and be actively involved in school life including co- curricular activities.

We pride ourselves on the quality of teaching and learning at St Paul's. All teachers are involved in Professional Learning Programs (PLP), working together in small groups to enhance their students' learning outcomes whilst knowledge sharing. Staff are encouraged to attend external and internal Professional Development to enhance their teaching.

St Paul's has an Enterprise Bargaining Agreement which includes conditions of employment for teaching and non-teaching staff.

Detailed information about St Paul's can be found on other parts of our website.

### **Applications**

Electronic lodgement of applications is preferred. Email to [hr@stpaulsags.vic.edu.au](mailto:hr@stpaulsags.vic.edu.au).

Applications should include a cover letter, resume and the details of two referees and be addressed to:

Human Resources Manager  
[hr@stpaulsags.vic.edu.au](mailto:hr@stpaulsags.vic.edu.au)

*Thank you for your interest in employment at St Paul's Anglican Grammar School*