



## Co-Educator

**CLOSING DATE**  
**10.00AM, Friday 14 May 2021**

## The College

Founded in 1922, Seymour College is one of Australia's leading day and boarding schools for girls.

Our spacious campus, conveniently located in Glen Osmond, provides a unique environment where girls can thrive in their learning and find their own worth, beliefs and values.

Seymour College is a single 25 acre site located in the Adelaide foothills, 5km southeast of the city centre. It features magnificent trees, gardens, an oval, its own creek and green spaces at every turn.

The College is comprised of the Barr Smith Campus, home of the Middle and Senior Schools, and the McGregor Campus, which houses the Seymour Early Years and Junior School.

The vision at Seymour is to nurture and develop women of strength, optimism and justice, confident for the future. This is achieved by uncovering the passions of every individual girl and inspiring them in their learning to ensure that they grow with every experience to become confident, driven, passionate and community minded young women.

Seymour College is affiliated with the Uniting Church in Australia and the International Baccalaureate Organisation.

## ***Crescam Ministrando (Service Learning)***

Our motto is *Crescam Ministrando - I grow by serving*. Our Service Learning Program - which has a local, national, and global focus - has a "head, hands and heart" approach.

Students engage locally, nationally and internationally with issues affecting many of our society's marginalised, including Indigenous Australians, the homeless, refugees, women, aged, sick, disabled, and other vulnerable communities. Our Service Learning Program is embedded in the curriculum and aims to move students from charity to justice and advocacy.

Our goal is to send out into the world a generation of young women who understand the role and power of advocacy, who are committed to making ethical and just decisions, and who have a desire to make a difference in our world.



## VISION

*Developing women of strength, optimism and justice, confident for the future.*

## VALUES

*Our values define our learning community and guide our relationships and interactions for staff and students.*

### Excellence

We strive to provide opportunities for all students and staff to attain personal excellence

### Respect

We respect the humanity and rights of others, our Christian heritage and College traditions, and our local and global environments

### Innovation

As we live in a dynamic environment, we encourage initiative and creativity, divergent and lateral thinking, independence and flexibility

# Overview of this position

## Co-educator

*1 x Full-time, Permanent position, commencing ASAP*

*2 x Full-time, Fixed-term positions, commencing 19 July 2021 and ending on 24 December 2021*

*Applications close at 10.00am on Friday 14 May 2021*

Seymour College's Early Years provides young children a learning environment which offers depth and rigour of learning through play. Each child's developmental strengths and needs are catered for within our dynamic and engaging learning environment which promotes a love of learning and responsive relationships.

The Early Years Co-educators work in collaboration with the Early Childhood teachers to develop and implement a creative curriculum for children from 6 weeks to 6 years of age and ensure a delivery of high quality education and care.

The Early Years currently has 3 vacancies available for 2 full-time fixed term positions from July - Dec 2021 and 1 full-time permanent position commencing ASAP. There may be possibility of extension with the fixed-term positions.

Whilst the role will include working with children within the Early Years, and being proactive about their duty of care, co-educators are also involved in documenting the children's learning and programming collaboratively as a team, design and set up of the learning space and the outdoor environment.

It is expected that you will demonstrate effective knowledge of the National Quality Framework and embed this understanding in your practice. You are also expected to uphold and support Seymour College's vision, values, policies and procedures and model loyalty and commitment to the College.

The successful applicant must hold a relevant Diploma qualification (as determined by ACECQA - please refer to their website for approval qualifications), hold a current WWCC, First Aid, RAN and Food Safe Handling qualification. In addition, the successful applicant must have the ability to provide evidence of full immunisation in line with the National childhood immunisation register.

# How to apply and additional information

The Position Description for this position can be accessed on the College website, [www.seymour.sa.edu.au](http://www.seymour.sa.edu.au), under Employment. If there are any questions about the position or the application process, please contact Reception, who can put you in touch with the appropriate person.

Applications MUST be made via the Apply link on our Seek ad at <https://www.seek.com.au/job/52183162>. Applications must be submitted by Friday 14 May 2021. Seymour College reserves the right to interview prior to the closing date. Applications should be addressed to:

Mrs Vanessa Browning  
Principal  
546 Portrush Road  
Glen Osmond SA 5064

Applicants should:

- provide a **cover letter** briefly outlining the applicant's interest in undertaking the role;
- address the **selection criteria** outlined in the position description;
- provide an up-to-date **resume** (no more than three pages in length);
- provide names and contact details of **three referees**;

Initially a short-listing process will be undertaken. Successful applicants will be invited to participate in an interview.

The format of the interview will include:

- A brief introduction to and outline of the role
- Questions from the panel
- Questions from the applicant

## Questions about the role?

Further enquiries should be directed to Harshini Elliott, People and Culture Manager, by email at [helliott@seymour.sa.edu.au](mailto:helliott@seymour.sa.edu.au) or to Reception on 8303 9000.

## **Child Protection and Protection from Sexual Harassment, Exploitation and Abuse (PSHEA)**

We are committed to each other and to the protection of the people we serve. We do not tolerate sexual misconduct within or external to our College and imbed child protection in all we do. Protection from sexual harassment, exploitation and abuse and child protection are fundamental to our relationships, including employment, and our recruitment practices are designed to ensure we only recruit people who are suitable to work with other staff and the people we serve. As well as pre-employment checks including police checks and background checks, we will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations.

Seymour College reserves the right to seek information from job applicants' previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment, and/or child abuse the applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicant's employment with that employer. By submitting the application, the job applicant confirms that s/he has no objection to Seymour College requesting the information specified above. To find out more, please contact the People and Culture Manager.

## **Gender, diversity and inclusion**

Seymour College respects and values diversity, and does not discriminate on the basis of race, gender, ethnicity, age, disability, religion or politics. We are committed to embedding gender equality, diversity and inclusion throughout our organisational practices and in the programs we deliver. This commitment is reflected in all of our processes and policies, including recruitment and selection.

Our selection decisions embody transparency and fairness from the outset of a recruitment process through to the selection decision. This is demonstrated through advertising roles as broadly as possible and basing the selection of the successful applicant on merit. We endeavour to mitigate any potential bias in our selection committee shortlisting processes by ensuring all selection committees are comprised of gender balance and independence.

To ensure all candidates can compete on an equal basis in the application and interview process, Seymour College will provide reasonable accommodations for assistance where requested. If you have any requirements that need to be considered as part of your application process, e.g. interpreter, disability, longer time allocation for interview, etc, please do not hesitate to let us know.

## **The recruitment process and expected timeframes**

Seymour College appreciates the time and effort taken to apply for a position with us. We are committed to ensuring all recruitment processes are fair, efficient and transparent and we are committed to equal opportunity and diversity in the workplace. Below is some information on how our recruitment processes generally work and expected timeframes:

- All vacant positions are advertised on our website and on Seek;
- We aim to complete the short-listing process within 1-2 weeks following the close date of applications;
- Additional background checks may be required prior to interview such as Working with Children, Criminal History, Right to Work and Working Visas;
- Referee checking of the preferred candidates happens on the day following interviews. Referees will not be contacted without prior permission; and
- An Offer of Employment will ideally be made within a week of interviews.

If you have any requirements that need to be considered as part of this application process, e.g. interpreter, disability, longer time allocation for interview, etc, please do not hesitate to let us know.