



## POSITION DESCRIPTION

# Co-educator

### 1. POSITION IDENTIFICATION

Position Title:	Co-educator
Reporting To:	Head of Early Years
College Department:	Administration and Support
Position Classification:	As determined by Seymour Colleges SA Enterprise Agreement 2017
FTE:	Full-Time

### 2. POSITION SUMMARY

The Early Years Co-educator is expected to work in collaboration with the Early Years 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.

### 3. KEY ACCOUNTABILITIES

The position responsibilities are summarised in the following areas:

#### 3.1 Key Responsibilities

##### 3.1.1 Specific

- provide an outstanding early childhood educational program
- contribute to the implementation of the Early Years Learning Framework for individual children and groups as required
- lead groups of children in experiences (eg reading stories, dance and songs)
- implement daily care routines in a sensitive and respectful manner
- actively contribute to the development of a strong, collaborative and supportive team
- engage in and support a culture of continuous learning
- respect and maintain confidentiality
- undertake and implement the requirements of the National Quality Framework
- maintain designated storage and work areas
- implement appropriate hygiene practices (eg hand washing, toileting and cleaning of equipment)
- assist the Early Childhood Teacher and other Early Years co-educators with observations of children
- participate in professional learning activities and staff meetings as required
- work in accordance with health and food safety regulations
- work in collaboration with staff and families to support children to develop their independence
- provide an environment that is safe, positive, caring and respectful

- meet the requirements of the following seven designated Quality Areas under the National Quality Standards:
  1. Educational program and practice
  2. Children's Health and Safety
  3. Physical Environment
  4. Staffing Arrangements
  5. Relationships with Children
  6. Collaborative Partnerships with Families and Communities
  7. Leadership and Service Management
- Facilitating effective teaching and learning through empowering and motivating staff and children within an environment of trust and respect.
- Uses effective teaching and learning techniques to define and promote positive outcomes and expectations.
- Use best practice and global thinking to provide an educational program for the 21st century.

### 3.1.1 *General*

- implements Early Years policies and procedures
- researches to gather information to carry out the role
- consults with the Head of Early Years and Assistant Head of Early Years as the need arises
- identifies and applies knowledge and skills to a range of processes and procedures related to the role
- works as part of a team
- provides data and information as relevant to the role
- applies independent judgement to prioritise tasks effectively
- meets deadlines
- applies a high degree of initiative, discretion and capacity to the role
- communicate concerns/issues with the Head of Early Years and Assistant Head of Early Years as appropriate
- possess flexibility in attitude towards work schedules and requirements including being available to work extra or varied hours when requested
- possess a very high level of integrity and confidentiality

## 3.4 **Risk Management**

- report directly to the Principal on any matters relating to Child Protection
- inform the Executive Director Corporate Services about risk management issues as they arise
- assist in monitoring a safe and secure school environment for staff and students
- participate in training, preparation and practice for responding to accidents, emergencies or other threats to safety or security of student, staff or other members of the College community.

## 4. SELECTION CRITERIA

### 4.1 Educational/Vocational Qualifications

- relevant Diploma qualification (as determined by ACECQA - see website for approved qualifications)

- current Working With Children Check
- current First Aid Qualification - meeting requirements for First Aid, Asthma and Anaphylaxis training and CPR
- current certificate for Training in Responding to Abuse and Neglect - Education and Care
- Food Safe Handling Qualification
- ability to provide evidence of Full Immunisation in line with the National Childhood Immunisation Register

#### **4.2 Personal Skills, Abilities and Aptitude**

- demonstrated ability to interact with children and families in a positive, sensitive and respectful manner
- ability to model and develop positive behaviour strategies with children
- establish positive and effective relationships with members of the college community
- ability to work with other team members in the inclusion, support and care of all children
- well-developed observation and reporting skills
- willingness to be observed, accept feedback and seek direction
- effective interpersonal skills both verbal and written
- effective consultative and supervisory skills
- demonstrated ability to effectively and appropriately support individual children or groups, during activities without supervision

#### **4.3 Experience**

- a demonstrated ability to work effectively and appropriately with young children and their families
- a demonstrated ability to work effectively and professionally with colleagues

#### **4.4 Knowledge**

- knowledge of, and experience with the Children's Services Act and Regulations.
- effective knowledge of the Early Years Learning Framework
- excellent knowledge of, and experience implementing the National Quality Framework for Early Childhood Education and Care and the Implementation of the Quality Improvement Plan

### **5. DESIRABLE CRITERIA**

#### **5.1 Experience and Qualifications**

- worked in an early learning centre/school environment