



POSITION DESCRIPTION

Co-educator

1. POSITION IDENTIFICATION

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

2. POSITION SUMMARY

The Co-educator supports the planning and delivery of the education and care program for our Early years children under the guidance and direction of the teaching staff and Head of Junior School.

3. KEY ACCOUNTABILITIES

The position responsibilities are summarised in the following areas:

3.1 Key Responsibilities

3.1.1 Specific

- Materials preparation (i.e. gathering resources, preparing art materials and equipment).
- Support the documentation of the program and recording children's/student's development and learning by taking photos, making and recording observations.
- Establish and maintain a safe, organised well-presented learning environment.
- Contribute to the care of all students in accordance with the school wellbeing policy and child protection policy, including reporting matters of concern to the teacher, Head of Junior School or Child Protection Officer.
- Assist in implementing the curriculum to:
 - enhance each child's learning and development.
 - incorporate each child's current knowledge, ideas, culture, abilities and interests.
 - maximise opportunities for each child's learning.
 - Critically reflect on practice and children's learning.
- Model and encourage children to develop:
 - positive interactions
 - collaborative learning
 - growing responsibility for individual behaviour
 - effective communication and conflict resolution.

- Support the College's values and ensure that all aspects of the School's operations are consistent with and supportive of those values.
- Administer first aid when needed.
- Contribute to a safe, healthy working environment through compliance to the WHS policies and other relevant school policies.
- Be an effective member of the Early Learning Centre
- Support the decisions made by the Junior School Leadership Team.

3.1.2 General

- assist the Principal in fulfilling the aims and purpose of Seymour College, by supporting the philosophy and ethos of the College as summarised in the College vision:
Women of strength, optimism and justice, confident for the future and ready to take on the world.
Seymour inspires within each student a passion for lifelong learning, a celebration of community, and a quest for personal excellence.
- cooperate fully with the Principal and other members of staff in keeping with the values and traditions of the College
- actively support the strategic direction of Seymour College
- demonstrate organisational, administrative and management practices appropriate to the position
- support a vibrant learning environment within Seymour College
- provide consistent public support both within and outside of Seymour College for school-wide policy initiatives
- practice professional judgement and initiative commensurate with the role
- comply with legislative requirements and the SA Enterprise Agreement 2017
- perform duties according to College policies, particularly the College Staff Handbook
- carry out other duties related to the position as required

3.3 Communication

- communicate effectively with students, parents and staff in relation to both academic and pastoral matters as required
- inform the Head of School and/or Head of Department of significant pastoral care matters
- inform the Head of Department of significant academic matters
- be accessible at reasonable times to students when assistance or guidance is sought
- respond to parent enquiries in a professional, timely and efficient manner, following the College Communication Policy and guidelines
- attend parent-teacher meetings, information evenings and other College community events as required
- contribute to the development of policy, procedures and processes and provide recommendations to the Heads of School and Heads of Department for improvement
- attend;
 - Parent information sessions and workshops;
 - Presentation and performance evenings;

- School social functions;
- Community events.

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 Essential Criteria

4.1.1 Educational/Vocational Qualifications

- Hold a Certificate III in Early Childhood Education and Care or Children's Service.
- current Working with Children's Check (WWCC) certificate
- current Responding to Abuse and Neglect certificate
- current First Aid certificate
- Have undertaken current First Aid and Responding to Abuse & Neglect training.

4.1.2 Skills and Abilities

- ability to work under pressure whilst maintaining a sense of perspective and humour
- Be concerned about the needs and wellbeing of children/students.
- Be able to communicate sensitively and confidently with staff, parents and students.
- Excellent communication, representation and interpersonal skills.
- Be able to work effectively in a team.
- Ability to work as a team member
- Proven interpersonal and communication skills
- Collaborative problem-solving skills and creative endeavour.
- Professional and personal integrity
- Commitment to one's own self-improvement through professional learning
- be able to demonstrate a commitment to his or her own professional learning and development

4.1.3 Experience

- experience working with a number of timelines and meeting objectives for each task
- Early Childhood Experience

4.1.4 Knowledge

- possess excellent knowledge of the current primary curriculum
- an understanding of an evidence of commitment to, the Seymour College Teaching and Learning Framework and Wellbeing Framework
- an overriding commitment to, and high aspirations for, rigorous and innovative approaches to teaching and learning in junior years
- knowledge of the requirements of the curriculum frameworks used within the College
- Have an understanding of early childhood education and care.
- A basic understanding of the Australian Curriculum - Reception

4.2 Desirable Criteria

4.2.1 Educational/Vocational Qualifications

- evidence of continued professional development
- qualifications which further support the work of the College

4.2.2 Experience

- experience working in an all girl's school
- experience working in an IB school
- previous experience working with children who have special educational needs