

Lead Early Learning Centre Co-Educator



ST JOHN'S
GRAMMAR

Position Description

Employment Type:	Temporary Part-time
Normal Hours:	Position works 46 weeks of the year in term time and school holidays. (All leave to be taken during terms and Christmas Closure)
Classification:	St John's Grammar School Inc Enterprise Agreement 2023
Area of Responsibility:	Early Learning Centre
Position Location:	Early Learning Centre Campus, Sheoak Rd, Belair
Responsible to:	ELC Director

About St John's Grammar School

St John's Grammar School is an E – 12 Co-educational, Independent, Anglican School and is located in the hills at Belair, South Australia. St John's is structured into four sub-schools: The Early Learning Centre (3 and 4 Year Old Programs), Junior School (R-6), Middle School (Year 7-9) and Senior School (Year 10 – 12).

We offer a safe, nurturing, welcoming and positive environment for our students. Our long-term goal is to produce citizens who are articulate and confident young men and women with a social conscience who can contribute to society, and leaders who want to journey through life with tolerance and compassion for others.

Position Objective

A member of the Early Learning Centre team, this position is responsible for providing outstanding care to students in the Early Learning Centre during the school term as well as school holidays.

Working Relationships

- Close liaison with ELC Teachers, ELC Co-Educators and the ELC Director.
- Participates as a member of the ELC Executive team.

Position Responsibilities

- Foster positive and effective relationships with parents, assisting with important communication at the beginning and end of day
- Assist in supervision of students at all times, including:
 - before and after school,
 - throughout the teaching day,
 - Vacation Care and excursions
- Consult with Teachers and ELC Director to make recommendations for the before and after school care programming and planning. The ELC Director maintains overall responsibility for all programs within the ELC.

Learning to Soar

- Consult with OSHC Director to make recommendations for the Vacation Care programming and planning. The OSHC Director maintains overall responsibility for all programs in relation to Vacation Care.
 - Seek feedback from Co-Educators regarding the before and after school care for ongoing improvement
 - Assist in maintaining a safe environment
 - Develop good relationships based on mutual respect
 - Maintain an environment that is both stimulating and functional, with a focus on Montessori principles
 - Work collaboratively with all staff in delivering the education program, and providing administrative assistance to ensure the smooth running of the program and the Early Learning Centre.
 - Show initiative, enthusiasm and reliability in all aspects of ELC life, including preparation and maintenance of materials and equipment.
 - Contribute to the program, documenting observations, using technology (Smartboards and Seesaw) contributing to behaviour management, cleaning and hygiene duties to support children's health needs, such as First Aid and administration of medication etc
 - Work together with all members of staff in an atmosphere of mutual support and communication
 - Take part in staff meetings for personal and whole school development
 - Have an understanding of, and abide by, the legal requirements of the ELC as set by the Education Standards Board and St John's Grammar School.
 - Adhere to principles and practices of school policies
 - Carry out professional duties, as circumstances may require, under reasonable direction of the Director and/or of those to whom this responsibility has been delegated
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Candidate Profile

Qualifications

- 3rd or 4th year student of Bachelor of Early Childhood Education; OR Diploma in Early Learning or equivalent
- Current mandatory qualifications/eligibility to work in an environment with children (Working With Children Check/RRHAN).
- First Aid qualifications relating to working in an Early Learning setting are required.

Experience

Essential

- Demonstrated experience working with early years children
- Experience in effectively managing behaviour of children

Desirable

- Experience working in a Montessori environment
- Experience planning and programming for early years children

Skills and Abilities

- Exceptional interpersonal skills with the ability to relate to all students and parents
- A team player with a desire to collaborate with colleagues
- Excellent communication skills
- Display qualities of sincerity, integrity, confidentiality, empathy, wisdom and compassion
- Understanding and support of our Anglican ethos

Conditions of Employment

Work Health and Safety

- Support the development and maintenance of a best practice WHS culture within the workplace.
- Adhere to safe work practices and encourage staff, colleagues and others on the work site to adhere to safe work practices.

Legal and Policy Requirements

- Comply with all relevant policies and procedures.
- Improve systems of work and safe practices.
- Satisfy all position related employment requirements, including providing Registration details as required, completing medical assessments and police checks etc.
- Demonstrate commitment to the St John's Grammar School Code of Conduct.

Performance and Training

- Participate in relevant compliance and other work related training and professional development as required.
- Participate in an annual review of performance in the role and review of this Position Description.

Special Conditions

- Position works 46 weeks of the year including Term Time and School Holidays. Leave is to be taken during Term time to allow for attendance at the Vacation Care program

R Anderson

PRINCIPAL

St John's Grammar School

March 2024

