

Early Learning Centre Co-Educator Level 3



ST JOHN'S
GRAMMAR

Position Description

Employment Type:	Permanent Part-Time
Normal Hours:	29 hours per week, 46 weeks of the year
Classification:	Early Learning Centre (Level 3) 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 assisting with the preparation, implementation and evaluation of developmentally appropriate programs for individual children and groups.

Working Relationships

Close liaison with ELC Teachers, Lead Co-Educator and the ELC Director.

Position Responsibilities

- Foster positive and effective relationships, assisting with important communication at the beginning and end of day
- Work collaboratively with teachers 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
- Working in collaboration with the ELC teachers understand individual needs and learning styles of children within the ELC
- Contribute to the program, documenting observations, posting on parent platforms for groups/individual children (eg seesaw)

Learning to Soar

- Take part in staff meetings and PDP program for personal and whole school development
 - 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
 - Assist in the preparation, implementation and evaluation of developmentally appropriate programs for individual children or groups. Before and after school, throughout the teaching day, Holiday program and excursions
 - Attending to the physical, social and emotional needs of children on an individual or group basis in an environment that is both stimulating and functional
 - Record observations of individual children or groups for program planning purposes for qualified staff.
 - Under direction, work with individual children with particular needs.
 - Assist in the direction of untrained staff.
 - Undertake and implement the requirements of quality assurance.
 - Work in accordance with food safety regulations.
 - Responsible for ensuring a safe environment is maintained for both staff and children.
 - Responsible for ensuring that records are maintained accurately for each child in their care.
 - Develop, Implement and evaluate daily care routines.
 - Ensure that the centre or service's policies and procedures are adhered to.
 - Have an understanding of, and abide by, the legal requirements, policies and procedures of the ELC as set by the Education Standards Board and St John's Grammar School.
 - Assist with the food preparation, cleaning, gardening or general maintenance under the guidance of the Director or the Director's nominee
-

Candidate Profile

Qualifications

- Diploma in Early Learning or 3rd or 4th year student of Bachelor of Early Childhood Education
- 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

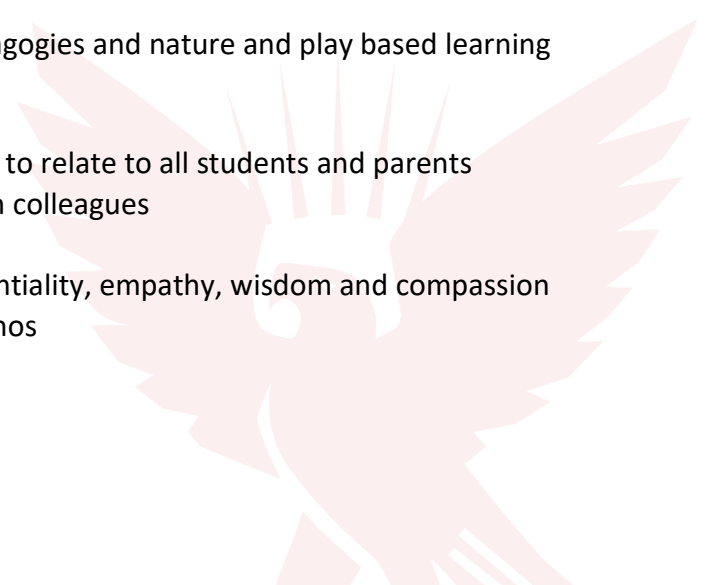
- Demonstrated experience working with early years children
- Experience in effectively managing behaviour of children

Desirable

- Experience in a variety of early childhood pedagogies and nature and play based learning

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.

B Manifold

PRINCIPAL

St John's Grammar School

April 2026

