

POSITION DESCRIPTION

EARLY YEARS CO-EDUCATOR



Position Title	Early Years Co-Educator
Reporting to	Director of Early Years
School Values	Respectful Relationships Responsible Citizen Adventurous Learner A True and Courageous Self

Wilderness School is a non-denominational girl's school educating students from Early Learning Centre through to Year 12. Since 1884, Wilderness School has prepared girls to be adventurous, courageous, responsible and respectful learners and leaders. The legacy of our Founders, the Misses Browns, continues today and is a rich and integral part of our School culture.

Staff members at Wilderness School are required to uphold the values and the reputation of our school and community by:

- Conducting their relationships with respect and kindness
- Demonstrating high behavioural, moral, ethical and professional work standards
- Working together to successfully manage change

Role Purpose:

The purpose of the Early Years Co-educator is to provide support in all areas of the students' learning including assisting the Early Years and Lower Junior School Teachers in the daily running of the classroom to ensure a positive, safe, respectful and stimulating learning environment for all students.

<p>Key Areas of Responsibility - Primary</p> <ul style="list-style-type: none"> • Work collaboratively with all team members to provide a safe, clean and productive learning environment. This includes the set up and preparation of learning spaces and experiences. • As directed: <ul style="list-style-type: none"> – Work with and support students with literacy, including reading and spelling programs and writing tasks. – Work with and support students with numeracy, including group work and individual tasks. – Work with students one on one. – Work with a classroom teacher to support the students' social, emotional and educational needs. • Attend staff meetings and other information sessions and events as required
<p>Key Areas of Responsibility – Early Years</p> <ul style="list-style-type: none"> • Assist in physical care and safety of children including the supervision of eating, toileting, and resting/sleeping routines. • Be familiar with the support and development and implementation of the ELC Quality Improvement Plan (QIP). • Support the Early Learning Teachers and specialist teachers in the supervision and care of the children including working with small and/or meeting groups. • Assist with the implementation of the Educational Learning program including observation, 'noticing' and recording children's learning. This may include sharing documentation with families on Seesaw (an online sharing platform). • As directed: <ul style="list-style-type: none"> – Work with students one on one. – Work with a classroom teacher to support the students' social, emotional and educational needs • Attend staff meetings and other information sessions and events as required.
<p>Other Areas of Responsibility</p> <ul style="list-style-type: none"> • Supervising students including accompanying students to and from specialist lessons and the health Centre. • Assisting with supervision on School excursions and events. • Fulfilling rostered duties including 'kiss and drop' and presence in the Junior School prior to the duty teacher's arrival.

EARLY YEARS CO-EDUCATOR

<ul style="list-style-type: none">• Work with other students in the Early Learning Centre, LJS and Junior School as required and/or as directed by the Head of Junior School or the Director of Early Years.• Collect/deliver correspondence and collect and collate returned student notices.• Collect and collate evidence of students' learning.• Organise and maintain readers and other curriculum resources as required.• Monitor and stocktake resources including art/craft materials as required.• Prepare and clean classroom and other areas for student lessons and activities.• Maintain the storage of outdoor play equipment and resources.• Report any hazards or potential hazards in line with school procedure.• Display students' learning.• Contribute to rostered duties including milk and cake runs.• Upload children's learning to Seesaw as directed by Early Learning Teachers
Compliance and Risk Mitigation
<ul style="list-style-type: none">• Ensure compliance by adopting safe work practices and all statutory, legal and ethical obligations.• Ensure compliance with Wilderness policies and procedures as well as reasonable directions.• Identify and implement risk minimising strategies and practices.
Collaboration and Teamwork
<ul style="list-style-type: none">• Contribute to the team's achievement through collaborative work practices.• Actively coach and mentor team members to build knowledge and skill development.• Deliver high-level customer service to internal and external customers.

Qualifications, Skills and Experience:

Qualifications and Experience
<ul style="list-style-type: none">• Appropriate qualifications as recognised and approved by Australian Children's Education and Care Quality Authority (ACECQA) relevant to this role.• Demonstrated experience in a similar Early Learning environment.• The ability to respond in a caring and appropriate manner to the needs of children (Early Years).
Personal Qualities
<ul style="list-style-type: none">• Ability to motivate students and influence growth in student learning.• Excellent communication skills and ability to relate effectively to students, staff, parents and community members.• Commitment to own professional learning and continuous improvement through collaborative work practises.• Outstanding organisational skills, planning, analytical and strategic thinking capabilities.• Personal sense of initiative, enthusiasm and high energy.• Proven capacity to operate in a respectful, collaborative, professional, confident and discreet manner.• Openness to new ideas, responsiveness to emerging opportunities and issues.• Understanding of and commitment to the ethos of Wilderness School.

Conditions

<ul style="list-style-type: none">• Some out of hours' work is an essential component of this role.• Work from any other metropolitan location as required.• First Aid Certificate.• The School reserves the right to modify and adjust position descriptions to meet its operational and strategic need.• The successful applicant will be required to undergo a Working with Children Check and Responding to Risks of Harm, Abuse and Neglect Training.
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Acknowledgement:

I have received, reviewed and fully understand the position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Signed:

Date:

Print Name: