

## EARLY YEARS CO-EDUCATOR

<b>Position Name</b>	Early Years Co-educator (3 year olds – Year 1)
<b>Status</b>	Casual
<b>Area of Appointment</b>	Early Years / Lower Junior School
<b>Position Reporting to</b>	Assistant Head of Junior School (Early Years)
<b>Direct Reports</b>	Nil
<b>Immediate Colleagues</b>	Early Learning Centre Staff Junior School Staff

### **The School:**

Wilderness School is a non-denominational girls 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 the School and community. Staff members are expected to show a commitment to:

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

### **Job 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. The Values of Wilderness School should be evident in all dealings with students, staff and parents.

### **Key Areas of Responsibility (Lower Junior School):**

- Working collaboratively with all team members in providing a safe, clean and productive learning environment. This includes the setting up and preparing of learning spaces and experiences.
- Working with and supporting students with literacy, including reading and spelling programs and writing tasks as directed by the classroom teacher.
- Working with and supporting students with numeracy, including group work and individual tasks as directed by the classroom teacher.
- Working with students one to one as directed by the classroom teacher.
- Working with a classroom teacher to support the students' social, emotional and educational needs.
- Attending staff meetings and other information sessions and events as required.

### **Key Areas of Responsibility (Early Years):**

- Working collaboratively with all team members in providing a safe, clean and productive learning environment. This includes the setting up and preparing of learning spaces and experiences.
- Assisting in physical care and safety of children including the supervision of eating, toileting, and resting/sleeping routines.
- Being familiar with the support and development and implementation of the ELC Quality Improvement Plan (QIP).
- Supporting the Early Learning Teachers and specialist teachers in the supervision and care of the children including working with small and/or meeting groups.
- Assisting with the implementation of the Educational Learning program. This includes observing, 'noticing' and recording children's learning as required.
- Working with students one to one as directed by the Early Learning Teachers.
- Working with Early Learning Teachers to support the students' social, emotional and educational needs.
- Attending staff meetings and other information sessions and events as required.

### **General Responsibilities**

#### **Supervision of Students**

- Supervising students as required including walking students to and from specialist lessons.
- Accompanying students to the Health Centre as required.
- Assisting with supervision on School excursions as required.
- Assisting with School events as required.
- Fulfilling rostered duties including 'kiss and drop' and presence in the Junior School prior to the duty teacher's arrival.
- Working 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 Assistant Head of Junior School (Early Years).

#### **Administration Duties**

- Enter daily absentees.
- Collect/deliver correspondence to/from pigeon holes.
- Collect and collate returned student notices.
- Other administrative tasks including photo copying and laminating as required.

#### **General Duties**

- Collect and collate evidence of students' learning.
- Organise and maintain readers and other curriculum resources as required.
- Monitor and stock take 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 See Saw as directed by Early Learning Teachers.

### **Qualifications, Skills and Experience:**

#### **Essential**

- Appropriate qualifications as recognised and approved by Australian Children's Education and Care Quality Authority (ACECQA) relevant to this role.
- Well-developed and recognised experience in a similar Early Learning environment.
  - The ability to respond in a caring and appropriate manner to the needs of children (Early Years).

- To interact in a respectful and professional manner with all staff, children and parents of the School community.
- To work collaboratively with others and manage change processes as required.
- Highly organised work ethic and sound time management skills.
- The desire and ability to work as a strong team member in a self-directed manner.
- Maintain effective communication levels with all team members and stakeholders.
- Good computer literacy and ICT skills together with strong verbal and written communication skills.
- Demonstrate an understanding of the School Values and policies and apply as required.

**Special Conditions**

Some out of hours' work may be required of this role from time to time.

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, Responding to Abuse and Neglect Training and adhere to the School's Child Protection Policy.

**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.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_