



POSITION DESCRIPTION

Job Title	Kindergarten Co-Educator
Location	Shelford, Caulfield Campus – Early Learning Centre
Working Relationships	<p>The Kindergarten Co-Educator:</p> <ul style="list-style-type: none"> • Reports in the first instance to the Head of Early Learning • Is accountable to the Principal • Interacts with children, parents and staff in line with the Centre's philosophy and help children develop respect for each other, their environment and their community.
Key Selection Criteria	<ul style="list-style-type: none"> • Diploma of Children's Services • Current First Aid Training (HLTAID004 or equivalent) • Excellent communication skills • Functional skills in MS Word and Outlook • A strong knowledge and understanding of Reggio Emilia philosophy and the National Quality Framework

Duties/ Responsibilities

The Kindergarten Co-Educator will ensure the provision of excellent Early Childhood Education through sound, professional practice. The Kindergarten Co-Educator is expected to work collaboratively with the Kindergarten Educator to help plan and implement a stimulating, high quality, responsive Early Childhood program which meets the needs of the group and individual children, incorporating the Reggio Emilia philosophy and National Quality Framework as a basis for planning. The Kindergarten Co-Educator is also expected to contribute to the documentation and observations of the children.

The role of the Kindergarten Co-Educator is varied and while some of these duties may occur on a daily basis, others may be less frequent.

Key Responsibilities

The Kindergarten Co-Educator will be expected to:

Curriculum

- Assist with the planning and implementation of a stimulating and varied program, in accordance with the NQF and EYLF and based on the Reggio Emilia philosophy
- Help create a warm and friendly working environment in which the children can grow and develop
- Cater for the individual and group needs of the children
- Interact with children, parents and staff in line with the Centre's philosophy and help children develop respect for each other, their environment and their community
- Assist in maintaining individual portfolios, records and observations to regularly assess and reflect on the children's learning and development
- Assist in setting positive and realistic behavioural limits for individual children within a group setting
- Actively support the Centre through the NQS assessment process
- Keep informed about current developments in Early Childhood Education
- Attend and participate in Professional Development opportunities throughout the year

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Student Welfare

- Help create a safe and secure environment and uphold Occupational Health and Safety standards
- Assist in providing care and education for the children, which ensures a nurturing and stimulating environment and scaffolds each child's potential
- Assist in keeping confidential developmental records of the children
- Assist in reinforcing the routines, boundaries and expectations of the room and the Centre
- Guide the behaviour of the children, using the strategies as outlined in the Interactions with Children Policy
- Maintain standards and requirements as per Education and Care Services Regulations and Laws
- Regard all children without gender bias and be an advocate for children
- Assume additional responsibilities as reasonably requested

Communication

- Relate closely to the Kindergarten Educator and be actively involved in the design and implementation of the program
- Assist in the delivery and interpretation of the educational program to parents through reflections, portfolios and documentation
- Assist in the preparation of documentation related to the children's learning and discoveries
- Attend parent teacher interviews to help further develop partnerships with parents and share children's development, at least twice a year
- Be available to discuss the children's progress and parental concerns when required
- Demonstrate and foster respectful, responsive, reciprocal relationships with children, parents, staff, management and the wider community
- Assist in the orientation process with new families to facilitate a smooth transition and maximize initial partnerships
- Share ideas with other members of staff and the Head of Early Learning, through meetings and interactions
- Encourage families to have an input into the educational program
- Have respect for the home values of the children
- Become fully aware of the Centre's policies, practices and other requirements as detailed in the Staff Handbook

Administration and Professionalism

- Display a productive, organized and efficient work ethic
- Assist in the general day-to-day running of the program
- Assist in any necessary administrative tasks in support of the Kindergarten Educator, the class group and the Early Learning Centre
- Assist in maintaining confidential student profiles and records
- Be willing to help supervise students on work experience placements
- Welcome visitors and positively promote the Centre in the community
- Participate in staff meetings in partnership with the Head of Early Learning and peers to develop policies and procedures, pedagogy, philosophy and collaborative professional development
- Assist in the preparation of an end of year written report for every child
- Participate in the whole school community: specialist classes, presentations, art show, family events and transition requirements
- Help implement the EYLF and participate in the QIP and NQS process
- Attend ELC & whole school staff meetings, when possible
- Display a commitment to the total needs of the Shelford community
- Assist with liaising with the wider school community in order to support the needs of the children with additional needs
- Comply with all legislative requirements
- Maintain confidentiality at all times
- Maintain a current First Aid qualification, current Anaphylaxis Management Training and current Mandatory Reporting Training.

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School Values

- Support the School values of Respect, Integrity, Passion and Creativity

Child Safety and Protection

Shelford Girls' Grammar is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and the child safe standards.

Staff have a responsibility to:

- Have knowledge of the relevant laws, and the school's Code of Conduct, Child Safety and Protection Policy and Mandatory Reporting Policy, and comply with all requirements
- Read and formally acknowledge his/her acceptance of the school's Code of Conduct for staff
- Take all reasonable steps to protect children from abuse.
- Report any reasonable belief that a child's safety is at risk to the relevant Head or Principal
- Fulfil their obligations as mandatory reporters including reporting to external authorities where applicable

Occupational Health and Safety (OHS)

- Comply with Victorian OHS legislation and Shelford Girls' Grammar OHS policies and procedures
- Perform duties in a safe manner without risk to his/her own health and safety, or the health and safety of others including, but not limited to students, other staff, contractors, volunteers and visitors
- Report any hazard, incident, injury or illness as soon as practicable to the Head of Early Learning
- Make OHS a priority, by completing, or contributing to, required risk management plans whilst undertaking tasks in the School's operations

Additional Related Duties/Responsibilities

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other work tasks, not specifically stated, and the Executive may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the School.

Other work tasks may include, but not limited to participation in meetings, professional development activities, functions, and promotional events. Some duties will need to be performed as part of, or outside of, regular school hours.

Qualifications

- Diploma of Children's Services
- Current First Aid – HLTAID004 – (or equivalent, including Anaphylaxis and Asthma Management)

Skills and Experience

- Completion of DET Mandatory Reporting Training
- Outstanding interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively.
- A strong knowledge and understanding of Reggio Emilia philosophy and the National Quality Framework
- Functional skills in MS Word and Outlook

Personal Attributes

- Demonstrated ability to maintain confidentiality
- A strong work ethic and ability to adhere to timelines
- A desire to strive for continual personal and professional improvement

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Requirements of Role

Keyboard/ Mouse Work	<input checked="" type="checkbox"/>	Repetitive physical work	<input checked="" type="checkbox"/>
Lifting (minimal)	<input checked="" type="checkbox"/>	Work where hearing protection is required	
Driving		Sitting and/or standing for extended periods	<input checked="" type="checkbox"/>
Using stairs	<input checked="" type="checkbox"/>	Potential working in remote locations	
Working to deadlines	<input checked="" type="checkbox"/>	Conflict resolution	<input checked="" type="checkbox"/>
Communication with internal and external parties	<input checked="" type="checkbox"/>	Potential travel, interstate and overseas.	

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