

Position Description

Early Learning Centre Co-educator

Position Title: Early Learning Centre Co-educator
Reports to: Director of ELC/Head of Junior School
Campus: Traralgon

About the Early Learning Centre Program

Our programs are play based – St Paul's values the special characteristics of children in the pre-school years which focuses on a sense of well-being and belonging, acknowledges the importance of relationships, recognises 'play' is central and provides enabling hands-on experiences.

The curriculum is formed through coordinating our long term objectives with our daily observations of individual children and the group as a whole. We plan activities based on these observations and discussions between staff and then implement and evaluate these activities in accordance with the Early Years Learning Framework.

Position in Context:

The ELC/Kindergarten Assistant is responsible to the Director/s of Early Learning Centre and the Head of Junior School, who in turn reports directly to the Principal.

Major Duties and Responsibilities:

- Implementing and teaching the planned program
- Preparing and distributing teaching aids
- Setting up
- Managing the general care and supervision of children during all activities and experiences inside and out of the classroom
- Supporting and supervising during morning tea and lunchtimes
- Assisting children with toileting and cleaning up when necessary
- Manage, monitor and maintain equipment, stock and requirements
- Maintaining a safe, clean and tidy classroom
- Providing administration support
- Promoting self-esteem and guiding behaviour

Qualifications

- Diploma in Children's Services or Early Childhood Education and Care
- First Aid Certificate
- Anaphylaxis Management
- Asthma Management

Salary and Conditions

Salary will be commensurate with years of teaching and experience. General terms and conditions will be in accordance with the St Paul's Anglican Grammar School Agreement 2018.

Child Safety Statement

St Paul's is a child safe employer and is committed to the welfare of children and their protection. The School has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the School's Child Safe Policy and Code of Conduct. St Paul's performs thorough assessments of potential and existing employees in accordance with this policy. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks, Working with Children Checks and checks of social media accounts.

St Paul's has zero tolerance of racism and it is an expectation that staff and volunteers will act on incidents of racism. It is also an expectation of the School that all staff and volunteers will support children to express their culture and enjoy their cultural rights.

St Paul's is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Occupational Health & Safety

All employees are responsible for their own safety behaviour and adherence to safe work practices is a condition of employment. Employees are required to observe all safety regulations and procedures.

All employees are responsible for:

- Carrying out their duties in a manner which does not adversely affect their own health and safety or that of others.
- Cooperating with measures introduced in the interest of workplace health and safety
- Undertaking any training provided in relation to OH&S
- Immediately reporting all matters which may affect workplace health and safety to the OH&S manager, Head of School or Maintenance Manager.
- Correctly using any information, training, personal protective equipment and safety devices provided.
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Undertaking only those tasks for which they have authorisation and / or the necessary training and for which all necessary safety arrangements are in place.

Intellectual Rights

In accepting this offer of employment, you:

- presently assign to the School all existing and future Intellectual Property Rights (defined below) in all inventions, models, designs, drawings, plans, software, reports, proposals and other materials created, generated or developed by you (whether alone or with the School or with other employees, agents or contractors of the School), during the hours of work or otherwise, for use by the School;
- acknowledge that by virtue of this paragraph all such existing rights are vested in the School, and, on their creation, all such future rights will vest in the School;

- agree that you will do all things reasonably requested by the School to enable it to assure further the Intellectual Property Rights assigned under this contract of employment;
- agree that you will not use, copy or reproduce any of the intellectual property of the School other than for the purpose of your employment or as approved in writing by the School;
- voluntarily and unconditionally consent to all or any acts or omissions by the School (or persons authorised by the School) in relation to any and all works made by you (whether before or after this consent is given) during your employment which would otherwise infringe your Moral Rights.
- **Intellectual Property Rights:** all intellectual property rights including, without limitation, patents, significant copyright works, registered designs, trademarks (both registered and unregistered), business and trading names, and the right to have confidential information kept confidential.
- **Moral Rights:** in relation to any copyright works that you may author in the course of your employment with the School, the right of attribution, the right to prevent false attribution, and the right of integrity.

Applications

Electronic lodgement of applications is preferred. Email to hr@stpaulsags.vic.edu.au.

Applications should include a cover letter, resume and the details of 2 referees and be addressed to:

Human Resources Manager
hr@stpaulsags.vic.edu.au

Thank you for your interest in employment at St Paul's Anglican Grammar School.