



PRINCE ALFRED COLLEGE

Role Profile

Early Learning Centre – Co-educator

The Position:

To work with staff and children in accordance with the vision, purpose, goals and values of Prince Alfred College.

The key responsibilities of this position include supporting and contributing to the planning and implementation of developmentally appropriate programs and child care that meet the needs of individual children. The Co-educator is also responsible for complying with policy, procedures and supporting the development of the character of the Early Learning Centre, which is consistent with the College's educational philosophy and strategic vision. The Co-educator may be required to undertake other duties in accordance with the needs of children and the College.

Reports to:

Director, Early Learning Centre.

Key Relationships:

Families and children; Teachers; other Co-educators; ancillary staff; contractors.

Specific responsibilities include the following:

1. General

- To work within the Early Learning Centre in accordance with the service philosophy, goals, aims and objectives, and the National Quality Standards.
- To establish and maintain good communication and a positive relationships.
- To respect and maintain confidentiality, in regard to the operations of the Early Learning Centre, the staff, parents and children at all times.
- To attend regular meetings for the Early Learning Centre.
- To attend any external meetings that are deemed relevant and disseminate any information to the Early Learning Centre team where appropriate.
- To promote and role model positive child management skills and quality early childhood practices.
- Approach all members of the Early Learning Centre community and the public in a professional manner.
- To adopt an attitude free of bias with all members of the Early Learning Centre community and the College community.
- To liaise with parents and families in a positive and constructive manner at all times.
- To work with students on placement in conjunction with other Early Learning Centre staff.
- To ensure that the Early Learning Centre and equipment is maintained in a clean, hygienic and safe manner at all times.
- Identify conflict at an early stage.
- Facilitate conflict management strategies to enable mutually beneficial solutions.
- Any other duties as required by the Director, Early Learning Centre.

2. Children:

- To provide optimum quality education, care and experiences to all children.
- To ensure the delivery of the children's program is in accordance with the Early Learning Centre philosophy, goals, aims, objectives, policies and procedures using the EYLF and PYP.
- To assist in developing and delivering an early childhood program that is developmentally appropriate and responsive to children's individual needs.
- Supervise the children ensuring their physical safety, emotional and well-being in line with Early Learning Centre policies.

3. Planning:

- To assist with and ensure that programs are well organised, planned in advance and displayed in the Early Learning Centre in consultation with the Teacher during term time.
- Plan and implement programs during school holiday periods and provide parents with written information about the programs.
- Deliver excellence in administrative duties.
- Assist with the effective day-to-day organisation of programs through planning and preparation.
- Working as a team identify and negotiate short, medium and long term resources requirements for the Early Learning Centre.
- Identify and explore potential sources of additional resources.
- Use resources effectively to minimise waste or duplication.

4. Parents and Families:

- To welcome new families to the Early Learning Centre.
- To provide an environment and atmosphere that is accepting to parents and families.
- To respond positively to the individual needs of families.
- To assist, support and provide information to parents on all aspects of their child's needs and development.
- To liaise with parents in regard to the Early Learning Centre's policies and procedures.
- To encourage parent participation in the Early Learning Centre according to their interest, availability and skills.
- Provide ongoing communication between parents, staff and other members of the Early Learning Centre community.
- Contribute to the weekly blog.

5. Staff:

- To ensure a safe work and learning environment.
- To attend regular staff meetings.
- To attend parent functions.
- Identify opportunities to attend professional development and learning activities and consult with the Director, Early Learning Centre.
- Participate in Annual Staff Appraisals.
- Be receptive to mentoring and coaching and personal development.
- Be open and willing to receive feedback to improve work performance through reflecting and acting on workplace experiences.
- Keep up to date with Early Childhood practices and the implementation.
- Develop and sustain a positive image and profile within the Prince Alfred College community.

- Promote the College's vision, goals, priorities and achievements in such ways that establish and foster stakeholder recognition and support.

6. Operational Duties:

- Ensure compliance to Early Learning Centre policy, procedures and expected practice as well as upholding the standards of the Early Learning Centre at all times.
- Support the Early Learning Centre's focus on always being 'child centred'.

7. Policy and Program Development:

- NQS principles are adhered to at the highest possible standard.
- Regulatory requirements are adhered to at all time.
- Support the food safety program for the Early Learning Centre.
- Assist with ensuring that all children's records are kept up to date, including observations and developmental profiles.

8. National Quality Standards:

- Support the implementation of the National Quality Standards.
- Strive for excellence in high standards and quality early childhood educational outcomes in early childhood learning.
- Support the Early Learning Centre to comply with the National Quality Standards aiming towards high quality levels for all standards.
- Work together as a team to ensure that the Early Learning Centre complies with the quality standards and expectations from the Department of Education and Children's Services.

Applicant attributes, key knowledge and experience:

1. Relevant qualifications such as Diploma in Children's Services or Early Childhood Education.
2. Sound knowledge and understanding of children's development in the early years.
3. Knowledge and experience with EYLF is essential; Reggio Emilia and IB PYP are desirable.
4. Experience working in a Child Care or Early Learning Centre and developing age appropriate programs.
5. Knowledge of the National Quality Standard for Early Childhood Education and the Food Safety Act.
6. Excellent communication skills – a positive and encouraging interpersonal style; well-developed writing and ICT skills; and a strong customer focus.
7. Excellent people engagement skills and the ability to adapt to meet individual's needs
8. Excellent time management skills and ability to prioritise workload, able to be proactive and demonstrate initiative.
9. Team player – a commitment to working constructively in a small team and taking responsibility for organising own work.
10. Hands on in approach, flexible and adaptable.

Time Allowance:

Shifts as per the ELC roster.

Salary:

Children's Services Award.

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