

Early Learning Centre Co-Educator

Vacancies exist for the role of Early Learning Centre Co-Educator, commencing in Term 3 2022. This may be a part time or a full-time position.

General information for application

Kingswood College is a co-educational Kindergarten to Year 12 College. We have been educating young men and women for more than 130 years. Our bold vision is to be a world class school, where our students' potential soars because we nurture and challenge them to know themselves and achieve their personal best as global citizens.

Kingswood College's model for learning emphasises broad, holistic, student-centred learning for the mind, heart, body and spirit, based on our core values of respect, integrity, compassion and responsibility. Implementation of the LATTICE framework provides a holistic, innovative, collaborative, and engaging structure through which learning programs are reviewed, renewed, or reimaged.

In 2021 Kingswood College launched our new Strategic Plan: Towards 2025 and you can download a copy [here](#).

Kingswood College is committed to child safety. We have zero tolerance of child abuse, and we implement appropriate recruitment and vetting practices. Applicants will need to provide evidence of VIT registration prior to the commencement of their employment. Reference checks will be completed as part of the employment process. Applicants should become familiar with our child safe practices as described in our Child Safe Policy, as well as the Code of Conduct, which are available on the College [website](#).

Applicants are free to structure applications in any manner they choose, but should ensure that the following are included in a **single PDF**:

- A letter of application.
- A summary of experience and qualifications.
- The names, contact details, including email address, of three professional referees who can provide information regarding the applicant in relation to the key selection criteria.

Full details can be found on the Kingswood College [website](#)

Applications close at midday on Thursday 7 July 2022 and should be emailed to principal@kingswoodcollege.vic.edu.au

We look forward to receiving your application.

Elisabeth Lenders
Principal
Kingswood College

Early Learning Centre Co-Educator

Position Description

For students of our Early Learning Centre to belong and thrive, they need committed and passionate Co-Educators to assist with the provision of an engaging and dynamic educational program.

Key roles and responsibilities

- Assist with the implementation of the educational program including recording individual observations of the children's learning and development and offering input in the program and reflection/evaluation with support and guidance from the teacher at a level appropriate to your qualification.
- Assist with the preparation of resources and learning environments, packing away and caring for equipment and materials as a member of a team
- Assisting in the general cleanliness of the ELC in regards to cleaning of art materials, the kitchen, putting away children's art work or other cleaning tasks as a member of a team.
- To assist with and take responsibility for the supervision of children attending to their developmental and educational needs at a level appropriate to your qualification.
- Ensuring that the children are signed in and out of the service
- Attending open days, Celebration Night and other special events as directed by the Head of Junior School or Director of the Early Learning Centre.
- To be familiar with the National Quality Framework, and adhere to the Education and Care Services National Law Act 2010, the Education and Care Services National Regulations 2011 and the National Quality Standards. Participate in the implementation and the ongoing review of the Quality Improvement Plan.
- To be familiar with, support and assist in the implementation of the policies and procedures of Kingswood College ELC.
- To be familiar with the emergency procedures of the school
- To be familiar with, and assist with each child's individual medical needs
- To assist in developing professional relationships and effective communication with families and other school staff.
- To maintain confidentiality on all issues relating to children and families.
- To encourage parents to consult with the teacher on issues of children's development.
- To attend and contribute to professional development as approved by the ELC Coordinator and Head of Junior School.

Other responsibilities

- Contribute to a culture which promotes Child Safety, by becoming familiar with, and implementing the policies associated with Child Safety at the College, including:
 - Child Safe Policy
 - Respectful and Safe Schools Policy and Guidelines
 - Student Duty of Care
 - Student Supervision
 - Mandatory Reporting
 - Reportable Conduct.
- Become familiar with, and comply with, operational policies of the College
- Other duties as determined in consultation with the Principal.

Qualifications and Essential Requirements

- Diploma of Children's Services (Early childhood education and care) preferable, Certificate III in Children's Services minimum requirement.
- Satisfactory Working with Children Check
- Current first aid qualifications (including up to date CPR qualifications, asthma and anaphylaxis management) are required.
- Must be eligible to work within Australia.
- Applicants must have a demonstrated passion for working with children; to develop their learning skills and be willing to work as part of a positive and supportive team to achieve the Centre's aims and goals.
- Personal commitment to child safety and protecting children, and to observing child safe practices.

Responsible to

- Director of Early Learning Centre
- Head of Junior School
- Principal

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Kingswood College is an authorised International Baccalaureate (IB) World School for the Primary Years Programme (PYP) committed to supporting the mission of the IB.

Kingswood College reserves the right to modify position descriptions as required. Staff will be consulted in any such process.