

Early Learning Centre (ELC) Coeducators

Specific information regarding the role

We are seeking two coeducators to fill positions we have available in our ELC which operates 48/52 weeks per year. The details are:

- one full-time position for 5 days per week – 9.30am – 5.30pm
- one part-time position for 3 days (Monday, Tuesday, Thursday) - 9.30am – 5.30pm

The successful applicants will be required to work in the term breaks except for four weeks over the Christmas break. The additional two weeks can be taken at a mutually agreeable time.

General Information for Application

Kingswood College is a co-educational Kindergarten to Year 12 College and has been educating young people since 1890. 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.

Our Strategic Plan: Towards 2025 can be downloaded [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 **one single pdf**:

- A letter of application.
- A current CV which includes a summary of experience and qualifications and demonstrates capacity and experience.
- 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.

Eligibility

- Diploma of Children's Services (Early Childhood Education and Care).
- 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.

Applications close at **noon** on **Friday 26 May** and full details can be found on the Kingswood College [website](#). Applications are to be emailed to Principal@kingswoodcollege.vic.edu.au

We look forward to receiving your application.

Chrissy Gamble
Principal
Kingswood College

Early Learning Centre Coeducator

Position purpose

The purpose of the Early Learning Centre (ELC) Coeducator is to work as a member of a cooperative team in order to assist with the provision of an appropriate and dynamic educational program under four categories, Mind, Body, Heart and Spirit for children within the ELC.

Main responsibilities

- Assisting with the implementation of the educational program including recording individual observations of the children's learning and development and offering input into the program and reflection/evaluation with support and guidance from the teacher.
- 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 appearance of the learning environment and working as a member of a team to support the preparation of each day.
- To be familiar with the International Baccalaureate Primary Years Program (IB PYP) and support and assist with the implementation under the direction of the teacher.
- To assist with and take responsibility for the supervision of children attending to their developmental and educational needs in accordance with College and specific ELC policies and procedures.
- Ensuring that the children are signed in and recording the number of children in attendance as per ELC processes.
- Attending Open Days, Celebration Night and other special events as directed by the Head of Junior School or ELC Coordinator.
- 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 the ELC.
- To be familiar with and regularly practice the emergency procedures of the College.
- To be familiar with and assist with each child's individual medical and wellbeing needs.
- To assist in developing professional, collaborative relationships and effective communication with families and other College staff.
- To work as a member of a cooperative and collaborative team in order to assist with the provision of an appropriate educational program for all children within the ELC.
- To maintain confidentiality on all issues relating to children, families and colleagues.
- To encourage parents to consult with the teacher on issues of their child's development.
- To attend and contribute to professional learning as approved by the ELC Coordinator and Head of Junior School.
- Other duties as determined in consultation with the Principal.
- 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

Essential requirements:

- Diploma of Children's Services (Early Childhood Education and Care).
- 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.
- Must have a demonstrated passion for working with children; to develop their learning and teaching skills and be willing to work as part of a positive and supportive team to achieve the ELC's aims and goals.
- Personal commitment to child safety and protecting children, and to observing child safe practices.

Responsible to:

- ELC Teacher
- ELC Coordinator
- Head of Junior School
- Principal

Kingswood College is committed to child safety. We have zero tolerance of child abuse. Our robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out working with children, police records and reference checks (as we see fit) to ensure that we are recruiting the right people.

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.