



ST PETERS GIRLS

JOB DESCRIPTION: EARLY LEARNERS' CENTRE CO-EDUCATOR

The St Peter's Girls' School Early Learners' Centre caters for children from two to five years of age. The Centre is open 50 weeks of the year (7.30am - 6pm).

The successful candidate will have a Diploma in Children's Services or higher qualification in Children's Services. They will work alongside the Early Learners' Centre teacher to plan, implement and evaluate children's learning inquiries. This person will be an integral part of our Early Learners' Centre team.

The successful candidate will be responsible to the School Principal through the Director of Early Learning. They should meet the requirements of the National Quality Standards and be able to satisfy following:

Skills and Knowledge

- Demonstrate an understanding of the Reggio Emilia philosophy
- Effectively implement the Early Years Learning Framework in daily practice
- Have a clear understanding of the developmental stages of the students within the Early Learners' Centre
- Be able to articulate and demonstrate how best students learn
- Build and sustain positive relationships with young students in order to develop their emotional and social confidence
- Understand and implement the concept of inclusive practice
- Demonstrate knowledge of and skills in effective communication
- Have an understanding of the learning cycle: plan, implement, evaluate

Responsibilities

- Collaborate and plan alongside the teacher
- Demonstrate the necessary skills to work within a team of educators
- Assist in creating learning experiences within the environment, both indoor and outdoor, that reflect the learning
- Confidently facilitate small group experiences and discussions in consultation with the educator
- Build strong reciprocal relationships with students and families within the Early Learners' Centre community
- Ensure the daily life and housekeeping of the room/Early Learners' Centre are maintained at a high standard
- Assist the key teacher in regular documentation of student learning

- Utilise a range of multimedia and ICT resources to support the documentation and observation process
- Adhere to all policies and procedures within the Early Learners' Centre to meet licensing requirements
- Participate in regular team meetings and an extended, once-a-term Early Learners' Centre whole-team meeting
- Participate and engage in professional learning opportunities
- Attend School Staff Days as required

General Responsibilities

- Read and understand all relevant ELC and School policies and related documentation
- Work with all members of staff in an atmosphere of mutual support and respect
- Carry out all professional duties as required under the direction of the School Principal and/or those to whom this responsibility has been delegated
- Show willingness to support and implement the ELC's Statement of Intent

Conditions

The hours for this position relate to term time with the requirement to be available for additional work during school holidays.

The salary is determined by the Award and the St Peter's Collegiate Girls' School Enterprise Agreement. Other conditions are as outlined in the Award and the Enterprise Agreement.

Richard Lisle
Acting Principal
November 2022