



ST PETERS GIRLS

Position Description: Early Learners' Centre Co-Educator
Level: Part-time, 52 weeks, fixed term position
Reports to: Director of Early Learners' Centre

The School

At St Peter's Girls' School we focus on collaboration, creative thinking and innovation, seeking to foster independent thinking and our core values of courage, creativity and compassion in every student. We aim to develop motivated, versatile and curious students, who carry a love of learning throughout their schooling years and beyond. We have a proud history of over 130 years, providing outstanding educational opportunities for students from Early Learning to Year 12. Our all-in-one campus, located in leafy Stonyfell and just 5km from Adelaide's CBD, boasts spacious grounds and state-of-the-art facilities. We are an authorised IB PYP & DP World School.

The St Peter's Girls' School Early Learners' Centre caters for children from 2 to 5 years of age. The Centre is open 50 weeks of the year (7.30am to 6pm). Education in the ELC incorporates the philosophies and practices of the Reggio Emilia Educational Project and the International Baccalaureate Primary Years Programme.

St Peter's Girls seeks to employ people who embody character and influence within their personal and professional lives. We are committed to providing our staff with opportunities for ongoing development and career progression.

About the Role

The Co-Educator position requires a candidate with a Diploma in Children's Services or higher qualification in Children's Services and Education. The successful candidate will be an integral part of our team, working alongside an Early Learners' Centre Teacher and team to plan, implement and evaluate children's learning inquiries. They will be responsible to the School Principal through the Director of Early Learning Centre. They should meet the requirements of the National Quality Standards and be able to satisfy the following.

About You

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 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
- Understand the learning cycle: plan, implement, evaluate
- Passion and drive for further opportunities for further growth

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
- Opportunities for further responsibility within the room to be discussed

Other Responsibilities

- Read and understand all relevant Early Learners' Centre 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
- Commitment to engage in our ongoing journey of Reconciliation
- Show willingness to support and implement the Early Learners' Centre Statement of Intent
- Commitment to engage in sustainable practices across the Early Learners' Centre
- Other duties as required

A Career at Saints Girls

- A unique opportunity to work in a highly regarded independent school that upholds a culture of excellence
- Collaborative and passionate team environment with a connected and inclusive community
- Internal and external professional development opportunities
- Opportunities for Interstate and International professional learning within our network of exchange schools
- Contemporary and high-tech learning spaces
- Opportunities to engage in co-curricular offerings and School events
- Well-resourced and supported teaching and learning
- Onsite parking available
- Employee Assistance Program

Conditions

The position is a fixed term contract working part-time for 52 weeks of the year with 4 weeks annual leave, two weeks annual leave to be taken during the closure of the ELC over Christmas break. Applicants must be prepared to work with children from 2 to 5 years of age in either of our Learning Communities. The salary is determined by the current *St Peter's Collegiate Girls' School Enterprise Agreement*. Other conditions are as outlined in the Enterprise Agreement.

Cherylyn Skewes
Principal
November 2025