

Position description

CO-EDUCATOR (DIPLOMA) PLENTY KIDS EARLY LEARNING CENTRE



REPORTING TO:	Principal
APPOINTMENT:	Part time, ongoing
CLASSIFICATION:	PVCC Enterprise Agreement 2020

ABOUT THE COLLEGE

Plenty Valley Christian College is a Kinder to Year 12, co-educational Christian College of approximately 820 students. We are one College with four sub-schools, Kindergarten, Junior Years, Middle Years and Senior Years.

The College is set in a magnificent rural area with spectacular views to the ranges. Plenty Valley is committed to developing high quality effective Christian education and is an active member of a national network of Christian schools in Australia known as Christian Education National. We are committed to the establishment of a close partnership with parents in the education of their children. Our aim is to offer quality education with a fully integrated Christian worldview, develop a strong sense of community amongst the students, parents and staff with every staff member playing a role in the pastoral care of the students. PVCC offers the respected Arrowsmith Program.

BACKGROUND

Plenty Kids is an Early Learning Centre with a vision to be a Christian learning community with the creative and responsive mind and spirit of Christ.

STATEMENT OF COMMITMENT TO CHILD SAFETY

We are committed to child safety. We want children to be safe, happy and empowered and have zero tolerance of child abuse. We understand our legal and moral obligations to treat all concerns seriously and to report allegations and concerns about a child/ren's safety and wellbeing to authorities.

We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

POSITION OBJECTIVE

- Assist with the development and provision of a quality, developmentally appropriate program for the children. This program is to be developed in consultation with the director, teacher in charge of the program, parents and children and be responsive to the needs of the community.
- Work cooperatively as a member of a team to provide a developmentally appropriate program.
- Operate in a professional manner at all times and ensure that the service meets the requirements of the Education and Care Services National Law Act 2010 (National Law), Education and Care Services National Regulations 2011 (Regulations), relevant curriculum framework, Quality Improvement Plan and policies and procedures of the service.

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ORGANISATIONAL RELATIONSHIPS

The co-educator is responsible to the early childhood teacher on a day-to-day basis for assisting in the implementation of the program and is accountable to the director.

RESPONSIBILITIES AND DUTIES

General responsibilities

- Be responsible to the director, in partnership with the early childhood teacher, for planning and delivering developmentally appropriate programs for the children in the group/s in which they are working.
- Fulfil the requirements of the position of Nominated Supervisor or a person in day-to-day charge if required and in accordance with the requirements of the Regulations.
- Act in accordance with the authority delegated by the director, in dealing with situations of an urgent nature that require immediate action, in order for the service to comply with the National Law and Regulations and OHS.
- Assist in ensuring the program operates within the requirements of the Regulations, the Act, the Quality Improvement Plan and policies and procedures of the service.
- Operate within the limits of the service budget allocation and financial policies and procedures of the service.
- Encourage enrolments and provide written information to parents/guardians as appropriate, in accordance with the enrolment policy and procedures.
- Respect the confidentiality of information relating to parents and children and comply with the service's privacy policy.
- Be responsible for sharing the housekeeping tasks of preparation, hygiene, safety and packing away with other staff related to the program.
- Be actively involved in the development and implementation of the Quality Improvement Plan of the service.
- Work cooperatively with the board, executive team, director and all staff to ensure the service operates in a safe work environment and that employees adhere to all service OHS safety procedures
- Other duties as directed by director.

SPECIFIC RESPONSIBILITIES

Children

- Assist in the planning and implementation, in consultation with the early childhood teacher, parents, children and other educators, of culturally rich and welcoming learning environments and activities which are appropriate to the developmental needs and interests of all children including the provision of an accessible and inclusive program for children with a disability.
- Assist in developing, recording and maintaining, in partnership with the early childhood teacher, specific records of individual children.
- Assist in the provision of a safe, healthy and welcoming environment
- Working with all staff to ensure that children are adequately supervised at all times
- Parents/volunteers
- Assist in the orientation of new families to the service
- Support the participation of parents in the program

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Staff

- As part of a team, facilitate effective communication and assist in the day-to-day supervision of relevant staff/volunteers performing duties in the program for which the co-educator is working.
- Participate in regular performance reviews.
- Ensure Child Safe Standards are followed at all times.
- Participate in discussions with relevant early childhood support services and other professional services and organisations within the community as required.
- Attend staff meetings as directed by the director

Executive team, board and director

- Work in a cooperative manner, ensuring open communication on all issues pertaining to employment, management, finances, program and regulatory requirements of the service.
- Assist with written reports concerning the overall operation of the group/groups.
- Attend whole school staff meetings as required.
- Attend meetings outside the rostered hours, or away from the workplace, as required by the executive team, board and director with appropriate notice and remuneration in accordance with the Plenty Valley Christian College Enterprise Agreement.
- Report to the early childhood teacher, nominated supervisor or director on both urgent and on-going maintenance requirements of the service.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The co-educator is directly accountable to the director. Daily duties will be directed by the early childhood teacher.
- The co-educator has the authority to take such action as is necessary to ensure the health and safety of children and their families are maintained within the service and on approved activities outside the service.
- The co-educator in consultation with the early childhood teacher may be responsible for making recommendations to the director on matters relevant to the operation of the group/groups.

ESSENTIAL SKILLS AND COMPETENCIES

Specialist skills and knowledge

- An understanding and knowledge of early childhood development relevant to their level of qualification and position.
- Ability to assist in writing and implementing the provision of a developmentally appropriate program for the children; in partnership with the early childhood teacher the child and parents.
- An ability to plan, reflect, work and manage time effectively with minimal supervision.
- Reasonable knowledge and understanding of the National Law and Regulations.

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Interpersonal skills

- Excellent interpersonal skills and an ability to communicate effectively with staff, parents and professionals.
- Work in a cooperative, flexible and professional manner with children, parents, staff, other professionals the board, executive team and director.
- Well-developed self-motivation skills and initiative.

OTHER DUTIES

Essential requirements

- Hold an approved Diploma of Children's Services qualification or equivalent pursuant to the National Law and Regulations (or be working towards a qualification in accordance with the Regulations).
- Be able to fill the position Nominated Supervisor or person in a leadership position or day-to-day charge if required by the Approved Provider and or Nominated Supervisor in accordance with the Regulations.
- Hold a current Working with Children Check (or equivalent).
- Hold and maintain an approved:
 - first aid qualification
 - emergency asthma management qualification
 - management of anaphylaxis qualification

in accordance with the Education and Care Services National Regulations and service policies.

COMPLIANCE RESPONSIBILITIES

All staff are required to comply with all policies, procedures and requirements for:

Risk management – report identified hazards that may pose a risk to employees or the public, and/or may give rise to an insurance claim, taking into consideration the risk for safety, security, vandalism, burglary/theft and fire/arson.

Occupational health and safety – take reasonable care to protect their own health and safety and the health and safety of others in the workplace – it is a requirement to immediately report any incidents, hazards or near misses to the relevant supervisor and actively participate in hazard elimination where required.

Equal opportunity – undertake work and activities in a manner that ensures the workplace is free from harassment, bullying behaviour and discrimination.

Code of conduct and dress code – comply with all standards.

The terms, conditions and other obligations of your employment are covered under the Plenty Valley Christian College Enterprise Agreement 2020.

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POSITION ACCEPTANCE

I accept the position description as stated above, and that it may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent:

Name _____

Signature _____ **Date** __/__/____

Manager

Name _____

Signature _____ **Date** __/__/____