

Position Description

<i>Position:</i>	ELC Co-educator
<i>Reporting to:</i>	Early Learning Centre Director
<i>Type of Position:</i>	Part-time 12-month contract
<i>Position Hours:</i>	14-21 hours per week (0.368-0.552 FTE) during school terms
<i>Review Date:</i>	September 2023

Summary:

Bayside Christian College is a coeducational, ELC to Year 12 Christian College.

Bayside Christian College “exists to help parents equip their children for effective, God-glorifying lives as Christians in the world” (Constitution p. 8). It is therefore an inherent requirement of this non-teaching role that the holder is a committed Christian as demonstrated by consistent active and faithful attendance and service with a local Christian church. As the ELC Co-educator frequently interacts with students, parents and staff during the course of employment, the role entails the direct modelling of the Christian faith, in word and deed, in our Christian learning community through such practices of faith as:

- Praying for the welfare of the College community, its students, parents and staff
- Participation in staff devotions, including leading such devotions from time-to-time
- Demonstrating the Lordship of Christ over all creation including education and work
- Respecting students, parents and staff as fellow image bearers of God and co-workers in His ongoing Kingdom purposes of restoring and redeeming His creation
- Where appropriate, supporting teachers in classes with the delivery of the teaching and learning process, consistent with Bayside’s Christian worldview perspective.

Position Overview:

Duties of the ELC Co-educator are to assist the ELC Director/Teacher with the set up and delivery of the 3 and 4 Year-old kindergarten programs (where applicable).

Position Responsibilities:

- Supervision of kindergarten children in a positive and proactive manner
- Assisting Teacher and/or Director with program preparation and delivery
- Logging maintenance needs, preparation and clean-up of materials and equipment associated with the delivery of the program
- Document the details of incidents and accidents as necessary and report to Teacher and/or Director
- Communication with parents

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- Attendance at and participation in professional development (PD), ELC team meetings, whole staff meetings, staff work days, open days and other special events associated with the College
- Other duties as requested by the ELC Director or the College from time to time.

Person Specification:

- A sound understanding of and commitment to the Christian mission and philosophy of the College and ELC
- A working knowledge of Early Years Learning Frameworks, Quality Improvement Plan, Child Safety and recording Observations.
- Strong interpersonal skills, including a sensitive and caring manner and the ability to build rapport with children, students, staff, parents and allied health services.
- Good organisational ability and capacity to work as part of a team
- Strong digital literacy - including Microsoft Office, Google suite, Canva and Canvas
- A high standard of personal presentation and integrity
- Able to show initiative and to use common sense
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children.
- Capacity and willingness to support children's wellbeing and personal health needs including toileting.
- Leading small and large group learning experiences.

Required Qualifications/Training:

- Diploma of Early Childhood Education and Care (or equivalent)
- Child Protection training
- Level II First Aid training including Anaphylaxis, Asthma and Diabetes training
- Child Safety training
- Disabilities training
- Current Employee Working with Children Check and Supervisor Certificate.

It is a requirement of this position that the College's Child Protection Policy and Child Safety Code of Conduct are adhered to at all times. All staff and volunteers will need to demonstrate that they are familiar with the contents of the College's Child Protection Policy and Child Safety Code of Conduct.

This Position Description may change at the discretion of the Principal; it is subject to annual review.