ROLE DESCRIPTION AND EMPLOYEE SPECIFICATION

MISSION

The College provides a vibrant education which is rich in opportunities, delivered within a caring, supportive environment and empowered by the love of Jesus Christ. It seeks to inspire young people to actively **engage** in lifelong learning, **achieve** their best and become global citizens who **serve** with an open heart.
As a priority, the **ELC Co-Educator** maintains a steadfast commitment to the safety and wellbeing of all children and young people in the College, with specific focus on child protection and spiritual, social, academic and physical development.

ROLE DESCRIPTION

Role:	**Lutheran Schools Officer - ELC Co-Educator**
Reporting to:	**The Principal St John's Campus through ELC Director**
Classification:	The position is classified as Grade 2 relative to *The Lutheran Schools SA Enterprise Agreement 2024 (refer to the Agreement for additional details relating to roles and responsibilities at this grade level).*
Tenure:	Fixed-term
Location:	Concordia College ELC St John's Campus, 20 Highgate Street Highgate
Special Conditions:	Hours of work will be discussed and agreed with your Line Manager, unless otherwise negotiated. Flexibility toward work schedules and requirements including being available to work extra or varied hours when requested.

FUNCTION

The **ELC Co-Educator** is responsible for ensuring a welcoming, well-organised, professional and effective Early Learning Centre which reflects and meets the National Quality Standards. The priority responsibility of the Lutheran School Officer is to contribute positively to the team in the areas of supporting children.

LUTHERAN IDENTITY

The ELC Co-Educator:

1. strengthens the College's ethos through ensuring that human relationships and activities are modelled on its Lutheran identity. In this way, the **ELC Co-Educator** contributes to Concordia College as a place of service and transformation, within the Lutheran tradition.

ACCOUNTABILITY

The ELC Co-Educator:

1. meets all accountability requirements as set down by the College's policies and directives
2. is directly accountable:
   - 2.1 to the Head of College through the Principal St John's Campus for meeting role responsibilities
   - 2.2 is accountable to the Principal through the Director of ELC for day to day operations
   - 2.3 to the Director of ELC for meeting agreed goals, appraisal outcomes

3 meets regularly with the Director of ELC for planning, setting goals, monitoring progress, identifying evidence of success, identifying professional learning needs and reporting progress and outcomes against goals and projects

EXTERNAL

The ELC Co-Educator:

1. meets the accountability requirements of Concordia College and other state and national legislative bodies, with specific attention to matters of National Quality Framework, Lutheran Education Accreditation, child protection, and Workplace Health & Safety. Concordia College has zero tolerance for child abuse and is committed to providing an environment where children and young people are safe and feel safe, as outlined in the College's Child Protection Policy.

DECISION MAKING

The ELC Co-Educator:

1. consults with all relevant stakeholders in decision making matters, as appropriate, ensuring that the best interests of all are maintained
2. takes direction from the Head of College, the Director of ELC and the Principal St John's Campus

REQUIREMENTS FOR THE ROLE

1 GENERAL

The ELC Co-Educator:

1.1 assists the Head of College in fulfilling the aims and purposes of Concordia College and supports and maintains the philosophy and ethos of the College as summarised in the Mission Statement

1.2 cooperates fully with the Director of ELC and other members of staff in keeping with the values and traditions of the College

1.3 has an understanding of and demonstrates a strong commitment to the ethos of Lutheran schooling and Christian living

1.4 consistently shows support for school wide policy initiatives and strategic plans, both within and outside the College

1.5 understands, promotes and works within the parameters of the College security, privacy and copyright policies and practices

1.6 complies with Legislative requirements and the Lutheran Schools SA Enterprise Agreement

1.7 is familiar with, supports and ensures the implementation of WHS policies and practices as appropriate

1.8 complies with all College policies, including policies introduced or varied after the employment commences

1.9 performs duties according to the College Workplace Conduct Policy and Child Safe Policy for staff

1.10 promotes and maintains a positive and productive workplace environment

1.11 undertakes other duties as required by the Head of College, Director of ELC and the Principal St John's Campus

2 ROLE SPECIFIC

Knowledge and Understanding

The ELC Co-Educator is responsible for:

2.1 a competent level of proficiency in the use of ICT, especially with Synergetic, Microsoft O365, Complispace, SEQTA, Teams

2.2 speed and accuracy in data entry and typing

2.3 a willingness to become conversant with new ICT applications as required

2.4 maintaining a high level of compentancy in all areas including new or updated ICT applications

Use of Skills and Problem Solving

The ELC Co-Educator:

2.5 has initiative, drive and ability to problem solve

2.6 provides accurate information in response to routine matters

2.7 communicates effectively and in a timely manner

2.8 identifies urgent matters for attention

2.9 collates and provides accurate information as requested

2.10 has clarity of thought, alertness, and confidence

Control, Authority and Decision Making

The ELC Co-Educator:

2.11 works with some discretion with specified guidelines

2.12 generally works under direction and on specific tasks

2.13 meets deadlines

Judgement

The ELC Co-Educator:

2.14 has the ability to prioritise within the requirements of the role

2.15 provides accurate information using discretion and judgment

2.16 consults with the Director of ELC as appropriate

2.17 locates, analyses and evaluates information as requested

3 RESPONSIBILITIES AND ACCOUNTABILITIES

SPECIFIC

The ELC Co-Educator:

3.1 provides education and care to children

3.2 supports children's learning and development, including contributing to the educational program and practice

3.3 assists the delivery of an approved learning framework

3.4 develops positive relationships with children and families

3.5 supports the daily routines of children

3.6 contributes to the delivery of National Quality Standards requirements

3.7 ensures compliance with service policies and national and/or state based legislation

4 WORKING RELATIONSHIPS

The ELC Co-Educator:

4.1 develops and maintains excellent interpersonal relations by taking into account the needs of staff, children and parents

4.2 conducts all communications courteously

4.3 maintains professional confidentiality concerning information about staff, the College, parents and students

4.4 consults as needed

4.5 demonstrates a high level of service attitude and delivery

4.6 presents a helpful, positive and friendly demeanour at all times when interacting with others

4.7 works under general supervision on routine matters

4.8 recieves instruction on new practices and expectations

4.9 works in a team environment and works collaboratively with colleagues

EMPLOYEE SPECIFICATION

ESSENTIAL CHARACTERISTICS

1.1 Educational/Vocational Qualifications

*The **ELC Co-Educator** has:*

- completed secondary school
- an approved certificate III qualification, **OR**
- a former approved certificate III level qualification completed before 1 January 2012, **OR**
- a qualification that ACECQA has assessed as equivalent to an approved certificate III level educator qualification
- a current WWCC
- current RRHAN-EC certification
- First Aid accreditation
- evidence of a minimum of 3 x COVID-19 vaccinations

1.2 Personal Skills, Abilities and Aptitude Skills

Skills

*The **ELC Co-Educator** has:*

- outstanding communication and interpersonal skills
- a high level of organisation, administration and record keeping skills
- strong written and oral communication skills
- strong organisational abilities and time management skills, including the ability to succeed in a busy and fast paced environment
- high level of accuracy in all written and verbal communication
- a high level of multi–tasking, working calmly, efficiently and with flexibility

Abilities

*The **ELC Co-Educator**:*

- supports others to work collaboratively and constructively within a team environment
- prioritises workloads and meets required deadlines
- demonstrates confidentiality, diplomacy, discretion and tact and the capacity to astutely work in a sensitive environment

Aptitude

*The **ELC Co-Educator**:*

- encourages and demonstrates a culture of respect within the College
- has a passion for supporting children abd colleagues
- is a lateral thinker and positive problem solver
- shows professional judgement and initiative in the performance of duties associated with the role
- has a willingness to learn, undertake induction responsibilities and follow instruction effectively
- encourages and models a service approach to the College community

1.3 Experience

*The **ELC Co-Educator** has:*

- extensive experience in the use of Microsoft O365
- experience in the preparation of documents and contributing to reports

1.4 Knowledge

*The **ELC Co-Educator** has:*

- knowledge and experience appropriate to the role
- knowledge of relevant IT applications and digital technologies, particularly Microsoft O365
- familiarity with relevant school policies, guidelines and procedures

2 Desirable Characteristics

2.1 Experience

*The **ELC Co-Educator** has:*

- worked in a similar role previously

2.2 Knowledge

*The **ELC Co-Educator** has:*

- familiarity with an ELC environment

APPRAISAL

The ELC Co-Educator:

1. undertakes an annual appraisal process conducted in accordance with the College's process. The appraisal is facilitated by the Principal or delegate. The outcomes of the end of appraisal will, in part, determine the future of the role.

REVIEW OF POSITION

The role of ***ELC Co-Educator*** will be reviewed on a 2-year cycle, or more frequently as appropriate. The role description will be reviewed at regular intervals to reflect College direction and needs.

STATEMENT OF KEY ACTIVITIES AND KEY OUTCOMES

The role of ***ELC Co-Educator*** encompasses activities within the following Key Result Areas (KRAs):

Organisation and Support
Administration
Workplace relations