

## CO-EDUCATOR - ELC

### Role Description

#### Function

Our ELC includes a three year old and four year old program.

The **Co-Educator – ELC** will work alongside a Teacher and Lead Educator to provide outstanding care and education to children aged three to five years in a play-based, inclusive learning environment. The Co-educator will be expected to nurture positive relationships with children, parents and colleagues. The role requires a high level of collaboration with colleagues to ensure the best possible outcomes for children. Familiarity with inclusive education is an advantage.

#### Tenure

This position fixed term.

#### Conditions

37.5 hours per week, 45 weeks per year.

#### Line Management

This position reports to the ELC Director.

#### Location

This position will be located at Concordia College ELC, 20 Highgate Street, Highgate.

### Essential Characteristics

#### Education & Qualification

- A commitment to the faith life of the College and its Lutheran identity
- Minimum qualification: Certificate III in Early Education and Care
- A current Working with Children Check and RRHAN-EC certification
- Current First Aid, CPR, Asthma and Anaphylaxis accreditation

#### Knowledge & Experience

- Knowledge and experience appropriate to the role
- Familiarity with relevant school policies, guidelines and procedures
- Appropriate knowledge of digital technologies applicable to the role

#### Personal Qualities

- Demonstrates alignment with the College values:
  - **Integrity** (Our actions align with our words, even when it is difficult.)
  - **Courage** (We embrace challenge and take healthy risks.)
  - **Aspiration** (We strive for continuous growth and improvement.)
  - **Care** (We show respect and kindness to ourselves and others.)
  - **Connection** (We welcome, include and appreciate others)
  - **Grace** (We show humility, gratitude and forgiveness)
- Motivates and influences through exceptional communication and collaboration
- Demonstrates excellent professional judgement, composure and resilience when faced with challenge
- Openness to change and improvement
- Ability to work in a demanding role, including working out of normal hours.
- Projects positivity and displays genuine enthusiasm and optimism.
- Contemporaneous approach to curriculum and teaching and learning.

## Selection Criteria

<b>Teaching and Learning</b>	<ul style="list-style-type: none"> <li>• positive and respectful interactions with children, staff and families</li> <li>• contribute positively and constructively to a team environment</li> <li>• convey dedication, passion and enthusiasm for teaching and learning</li> <li>• provide engaging experiences which nurture children's wellbeing and joy of learning</li> <li>• respond to children's voice and provide children with choice and agency</li> <li>• value diversity and differentiate to support all children and families</li> <li>• work collaboratively with teachers and educators</li> <li>• support documentation of the program and learning</li> <li>• establish and maintain a safe, organised and inviting learning environment</li> <li>• continual development of skills</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• knowledge of EYLF principles, practices and outcomes</li> <li>• knowledge of National Quality Framework and National Quality Standard</li> <li>• a lateral thinker and positive problem solver</li> <li>• display professional judgement and initiative</li> <li>• appropriate knowledge of relevant digital technologies</li> <li>• understand play-based and nature-play pedagogy</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• energetic, motivated and innovative educator</li> <li>• collaborative</li> <li>• open-minded and inclusive</li> <li>• reliable and organised</li> <li>• open, warm and positive communication style</li> </ul>