



## *Presbyterian Ladies' College*

MELBOURNE

### Position Description

<b>Position:</b>	<b>Early Childhood Co-Educator</b>
<b>Position Status:</b>	Full-time, ongoing
<b>Classification:</b>	Level 4, in accordance with the Presbyterian Ladies' College General Staff Agreement 2019-2021
<b>Annual Leave:</b>	5 weeks annual leave (this includes a mandatory shut down period over Christmas and New Year as well as College shut down days) and 12 Rostered Days Off per year
<b>Reports to:</b>	Head of Early Learning Centre. All positions in the College ultimately report to the Principal

### Presbyterian Ladies' College

Presbyterian Ladies' College Melbourne is a leading ELC-Year 12 Christian independent school for girls offering both the VCE and International Baccalaureate. PLC has an outstanding academic tradition, an international focus and strong pastoral and co-curricular programs focusing on encouraging leadership, service and life-long personal development and learning.

*PLC seeks to appoint staff with the highest professional skills who can actively support the Christian teachings and ethos of the College. All staff must commit to a culture that supports and embraces Child Safe Standards.*

### Position Overview

The Early Learning Centre provides exceptional early childhood programs for children from 6 months to school age in a spacious, state-of-the-art Centre.

The Early Learning Centre operates for 48 weeks each year, closing for 4 weeks during the Christmas vacation.

Early Childhood Co-Educators are required to support and work alongside the Early Childhood Teachers during term times and be responsible for a reduced number of children enrolled during the school holiday periods.

A minimum two-year Early Childhood qualification is essential. Early Childhood teacher graduates are welcome to apply.

An understanding of the Reggio Emilia approach to Early Childhood Education would be viewed favourably.

145  
years  
PRESBYTERIAN  
LADIES'  
COLLEGE

PLC is an accredited International  
Baccalaureate (IB) School

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Principal  
Cheryl Penberthy  
MEd BEd MACE

**Key Responsibilities:**

- work with Early Childhood teachers, room leaders and other staff to plan, implement, assess and evaluate a high quality and diverse educational program based on the VEYLDF and EYLF frameworks
- work with Early Childhood teachers, room leaders and other staff in observing and recording the development of individual children
- actively support every child to participate in the program ensuring that children's agency and interests are promoted
- ensure that all practices are in accordance with the National Quality Framework and reflect the philosophy, policies and procedures of the ELC
- implement effective health and hygiene practices, including meeting all early childhood regulations relating to medical management plans, risk management plans, policies and procedures
- carry out the tasks which are important for the care and provision of a safe and healthy environment for children
- develop and maintain respectful, supportive, collaborative and responsive relationships with College staff, families and children
- inform parents about their children's care and educational program and the Centre's operation
- support and encourage parents' interest and facilitate their involvement in the Centre
- work cooperatively and collaboratively with other staff to provide a safe, caring, welcoming and stimulating environment for children within the Centre
- participate in staff development, including appraisal and training opportunities
- contribute to the Centre's continuous improvement through reflective practice and as directed by the Head of Early Learning and the Educational Leader
- adhere to the ELC Code of Conduct Policy
- be willing to act in the position of 'Person in Day-to-Day Charge' of the Centre, as required
- ensure that equipment and resources are maintained at an optimum level
- attend to any other duties required by the Head of Early Learning

**Qualifications / Registrations:**

- Early Childhood Diploma or Early Childhood Teacher
- Current Working with Children Check (Employee) or VIT Registration
- Current First Aid Certificate - 'Provide an Emergency First Aid Response in an Educational & Care Setting' (HLTAID004)

**Key Relationships:**

- Early Learning Centre staff, children and families

Please direct any enquiries for this position to the Early Learning Centre on 9808 0077.

## **Additional Information Relating to the Position**

We provide a challenging, stimulating and nurturing Christian environment that is dedicated to the learning and development of the whole person – academic, emotional, social, creative, physical and spiritual.

### **We value:**

- learning that is inspired by faith
- endeavour that enables the achievement of excellence
- service that defines leadership

### **All staff are required to:**

- uphold the values and actively support the Christian ethos of the College
- undertake all rostered duties
- develop and maintain professional relationships with colleagues
- adhere to all College and ELC policies
- maintain current certifications and training as appropriate to position requirements
- be eligible to work in Australia

### **In attending to child safety all staff must:**

- provide a safe and welcoming environment for all PLC students and any young people who visit PLC to engage in PLC approved activities
- promote the safety and wellbeing of children and young people to whom PLC provides services
- ensure that all interactions with students are positive and safe
- provide adequate care and supervision of all students, not only on the campus but whenever students are involved in PLC approved activities
- act as a positive role model at all times for students
- report any suspicions, concerns, allegations or disclosures of alleged abuse to a Child Safety Officer
- maintain valid VIT or WWCC (Employee) documentation
- report to the Principal any criminal charges or convictions received during the course of employment or volunteering that may indicate a possible risk to children and young people, including any such charges or convictions prior to employment

### **In attending to Occupational Health and Safety all staff must:**

- participate in OHS related training
- adhere to Presbyterian Ladies' College's OHS policies and procedures
- comply with instructions given for the health and safety of themselves and of others, and adhere to safe work procedures
- actively participate in the development of risk assessment and / or job safety analysis, identifying, assessing and controlling hazards
- report all hazards, injuries, incidents and near misses via Wyse and to the OHS Manager
- assist with workplace inspections
- cooperate with management in its fulfilment of its OHS legislative objectives
- take reasonable care to ensure their own health and safety and that of others, and to abide by their duty of care provided for in the legislation

## **Child Safety Commitment**

All students who attend Presbyterian Ladies' College Melbourne (PLC) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by, PLC in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and / or linguistically diverse backgrounds, and those with a disability.

## **Staff Obligation to Child Safety**

All staff at Presbyterian Ladies' College Melbourne (PLC) take an active role, and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 870 *Child Safe Standards*. The PLC Child Safety Commitment is incorporated into the School's employment cycle from recruitment and reference checking, to induction and a commitment to regular Professional Learning. All staff at PLC are required to sign a statement that they have read, understood and agree to abide by the PLC Child Safety Policy and the PLC Child Safety Staff Code of Conduct.

## **Staff Obligation to Privacy**

All PLC staff gain access to private and confidential information in the course of their duties. PLC Staff are expected to share this information in a professional context within the PLC community. Any confidential information may not be shared with any person beyond those expectations.

**Mrs Cheryl Penberthy**

Principal

**August 2020**

*The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive.*