



Sheldon College POSITION DESCRIPTION



Childcare Co-Educator

Department:	Early Learning Centre
Responsible to:	Principal
Reports to:	ELC Centre Manager

Welcome to Sheldon College

Sheldon College is an independent, co-educational, non-denominational College situated in Redland City, catering for students from 15 months of age through to Year 12. We provide a first-class curriculum in the academic, sporting and cultural arenas with access to state-of-the-art classrooms, laboratories, resource centres and studios, as well as cultural, performing arts and sporting facilities.

Our teachers are our most valuable investment. Every member of our academic staff plays a key role in delivering excellence in education. We deliver on our commitment to provide outstanding education in a safe, secure learning environment, underpinned by our philosophy of **Love, Laughter and Learning**.

Our Mission is ***"to provide a quality educational experience in an environment that encourages and enables our students to succeed in a constantly changing world"***. This role is a key stakeholder in the College realising that mission.

Position Overview

Under the direction of the Lead Educator, assist in implementing a care program that provides for the individual needs of the whole child for whom they share a responsibility in a whole group setting.

Co-Educators play a very important role at the College. No day is the same in this variety filled and dynamic role. Your main duties will be supervising and interacting with the children, setting up activities and ensuring all families feel welcome at our Centre.

Key Duties

- To support the implementation of the program that reflects the Centre's philosophy and goals, as per the direct request of the Lead Educator or teacher;
- Support the needs, interests and abilities of each child as per the programming prepared by the Lead Educator
- Work collaboratively with other staff to plan and implement experiences;
- Provide feedback to enable the program to be reflected upon;
- Prepare and design resources at the request of the Lead Educator to support a program that is derived





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from child-initiated play experiences;

- Actively participate in children's play to extend it toward the Centre's set of clearly defined goals;
- Assist the Lead Educator in ensuring a safe environment for children and adults;
- Adhere to directed Workplace Health and Safety procedures and report any issues of concern to the ELC Manager ;
- Refer any reported or suspected child protection issues to the Lead Educator who will then report it to the Lead Educator;
- Cater for the individual health requirements of each child;
- Implement effective food handling and hygiene practices;
- Report any occurrences of infectious conditions and support any subsequent management plans;
- All -Educators will work towards ensuring the premises are kept in an orderly and safe manner and will report any breakages or wear and tear to the Lead Educator.
- To assist in creating a responsive and inclusive atmosphere for all children enrolled in the Studio;
- Respect the diversity of each child's background and abilities so, under the guidance of the Lead Educator, to accommodate the individual needs of each child;
- Be responsive to the interests of families and encourage their participation in the Centre's activities;
- Utilise Community Links in programming experiences for the children in their care;
- Respond to the needs of the immediate (Centre-based), general (Sheldon College) and wider (external) communities as relevant to the children;
- Adhere to the Policies, Procedures and Philosophy of the Centre;
- Adhere to the Sheldon College Code of Conduct and actively promote its Core values;
- Act within State Government Legislation and regulations as relates specifically to Child Care Centres and any adult whose work it is to primarily care for children or young people;
- Participate in National quality standard assessment and rating process and strive to uphold its recommendations at all times;
- Be aware of programming documentation so as to be able to discuss this with interested parties;
- Undertake professional development, participate in regular staff meetings and share professional knowledge with others;
- Be responsive to parents needs but refer any enquiries or concerns on to the Lead Educator or the Centre Manager;
- And any other duties at the direct request of the Centre Manager or Educational Leader on behalf of the Principal of Sheldon College.

Position Requirements

- Minimum Certificate III in Early Childhood Education and Care (or equivalent); or
- Diploma of Early Childhood Education and Care (or equivalent), or:
- Certificate III in Early Childhood Education and Care (or equivalent);
- Current Emergency First Aid Response in an Education and Care Setting certificate;
- Current ACECQA approved Anaphylaxis and Emergency Asthma Management Training;





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- Valid Working with Children Check clearance;
- Accredited Child Protection Training

