



## **KINDERGARTEN CO-EDUCATOR POSITION DESCRIPTION**

---

**REPORTING TO:** Kindergarten Coordinator / Head of Learning Module (Early Years)

**CAMPUS:** Werribee

**TENURE:** Part Time

### **INTRODUCTION:**

Heathdale Christian College is a co-educational, day school with campuses located in Werribee and Melton.

Staff will work and act in accordance of the Biblical principles and beliefs, as set out in the College Statement of Faith and Values. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos and Christian practice of the College.

### **POSITION SUMMARY:**

To assist in the educational program in the Kindergarten 3 year old and 4 year old rooms, ensuring that a level of support is provided to the Kindergarten Teachers and students in the Kindergarten rooms.

Ensure that students and parents are well informed and understand the Heathdale educational and foundational philosophy as well as fulfilling all Government requirements.

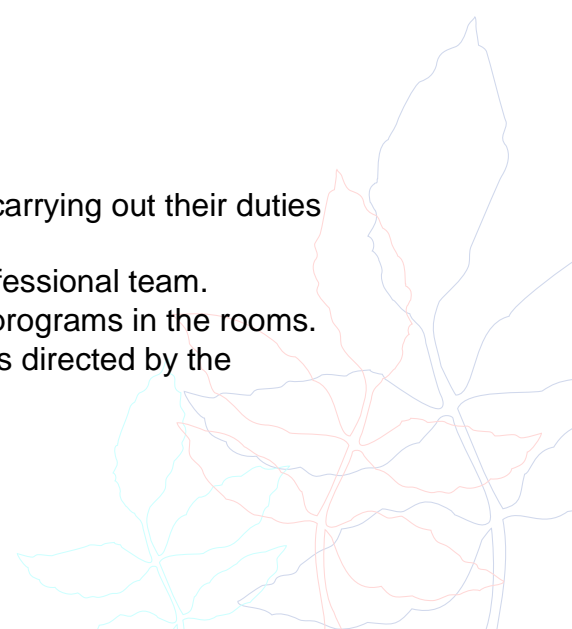
### **KEY RELATIONSHIPS:**

- Kindergarten Coordinator
- Students
- Kindergarten Staff
- K-2 Head of Learning Module
- Families

### **KEY RESPONSIBILITIES & DUTIES:**

#### **A. Key Tasks**

- Support the Educational Leader/Teacher in carrying out their duties and responsibilities
- Work as a member of a cooperative and professional team.
- Assist in the delivery of Christian education programs in the rooms.
- Assist with the program and daily routines, as directed by the teacher.

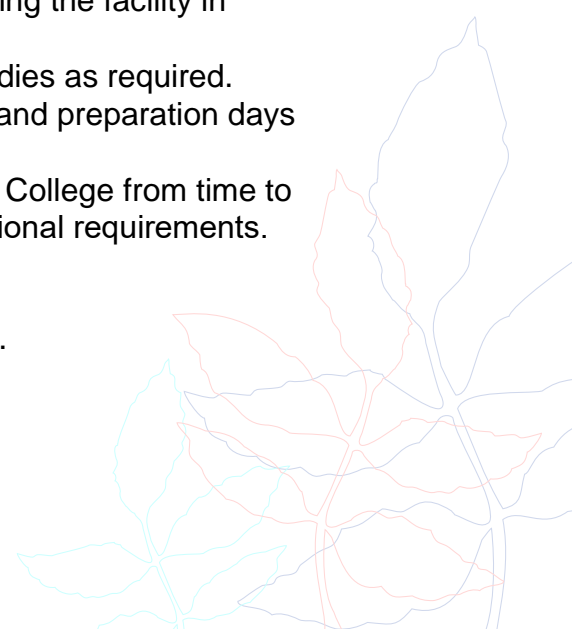




- Assist the teacher in the provision of a healthy, safe and welcoming environment for the children and families attending the service.
- Attend to the physical, social and emotional needs of the children as required.
- Assist in working with individual and small groups of children across both the 3 and 4 year old groups.
- Take written observations of children under the teacher's direction.
- Ensure that any child or group of children being cared for are adequately supervised, and that every reasonable precaution is taken to protect them from any hazard.
- Assist with the preparation and cleaning-up of activities as directed by the teacher.
- Assist in relevant nap or quiet times for our students.
- Assist as required, in toiletry or changes or clothing.
- Be actively involved in the Quality Improvement Plan for the service.
- Be acquainted with Government policy, Regulations and legislation affecting the operation of the Kindergarten service and provision of resources.
- Continue to update his/her own professional understandings and be aware of latest research on early childhood as it relates to the College Kindergarten program.
- Have a current Working with Children Check and actively maintain all required First Aid qualifications including annual updates in Asthma/Anaphylaxis, etc.
- Attend Early Years framework training as required.
- Assist in developing good relationships and effective communication with families.
- Maintain confidentiality on all issues relating to children and families and comply with the service's privacy policy.
- Attend meetings as and when required by the Coordinator.
- Participate in staff reviews as directed by the Coordinator.
- Participate in professional development activities, as approved or requested by the school.
- Have continued input to the development and implementation of the early years learning program.
- Input to the safety and welfare of persons using the facility in compliance with OHS.
- Liaise with appropriate regulatory outside bodies as required.
- Attend College functions, staff development and preparation days as required.
- Understand that duties may be varied by the College from time to time in accordance with the College's operational requirements.

## **B. Child Safety**

The College has a zero tolerance of child abuse.





This position is responsible for taking all practical measures to ensure that Heathdale Christian College's Child Protection and Safety Policy, Procedure and Code of Conduct are implemented effectively, ensuring that a strong and sustainable child protection culture is maintained within the College.

We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

For more information please refer to the College website at <https://www.heathdale.vic.edu.au/about/policies/>

### **C. Accountability**

- Ability to work to tight deadlines.
- Ability to work under pressure to manage multiple projects.
- Demonstrate a high level of communication, professional and interpersonal skills when relating to staff, families and the larger community.
- Willingness to attend professional development days/sessions.
- Provide assistance to other team members and colleagues if or when required.
- Assist in the evaluation of the Kindergarten program using appropriate and advised quality assessment processes.
- Assist in compliance requirements in a timely and appropriate manner, responding to Kindergarten program and DET requirements and initiatives.
- Assist staff to provide an efficient and friendly service to the Heathdale community.
- Adhere to College policies, procedures and practices.
- Adhere to the College expectations regarding personal and professional presentation and dress.
- Attend and if required participate in daily staff devotions.
- Participate and attend staff meetings.

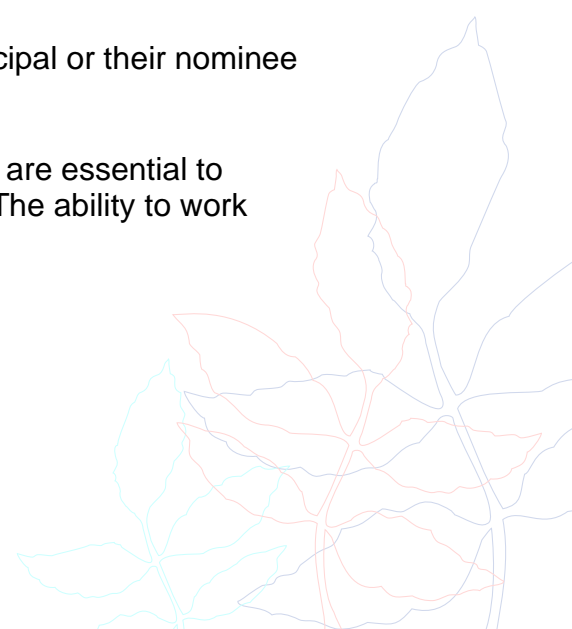
### **OTHER DUTIES:**

Any other assigned duties may be directed by the Principal or their nominee as required and in consultation.

Display and have the ability to perform the tasks which are essential to perform a job productively and to the required quality. The ability to work effectively in a team, ensuring safety at all time.

### **COLLEGE EXPECTATIONS:**

All staff are expected to:





- Perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.
- Participate in leading College devotions that involve staff and students and attendance at the staff spiritual enrichment day.
- Support the College's guidelines and policies.
- Perform your responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team\ in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.
- Perform your responsibilities in a manner which reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.
- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety.

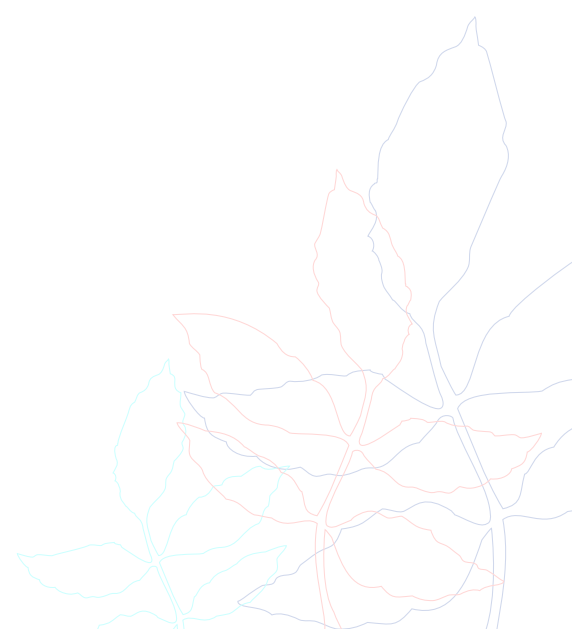
#### **REMUNERATION:**

The salary will reflect both qualification and experience.

Annual performance and salary reviews will be conducted by Head of Learning Module (Early Years) or their delegate.

#### **MINIMUM QUALIFICATIONS AND EXPERIENCE:**

- Diploma in Children Services or relevant qualification
- Excellent written and verbal communication skillset
- Solid organisational skills
- Initiative and flexibility
- Ability to relate to others
- Valid WWCC 'E' & Police Check



## ATTACHMENT 'A'

### Key Relationships defined:

WITH	PURPOSE	FORM
<b>Kindergarten Coordinator</b>	<ul style="list-style-type: none"> <li>Work closely with the kindergarten coordinator to ensure efficient and effective kindergarten program</li> </ul>	Meeting on an 'as needs basis'
<b>Students</b>	<ul style="list-style-type: none"> <li>Work closely with the kindergarten students to ensure transition into class and the activities set within the day</li> </ul>	As required
<b>Kindergarten Staff</b>	<ul style="list-style-type: none"> <li>Work closely with the kindergarten staff to ensure success with the students in the kindergarten program</li> </ul>	Meeting on an 'as needs basis'
<b>Head of Learning Module (Early Years)</b>	<ul style="list-style-type: none"> <li>Work closely with Head of Learning Module (Early Years) to understand the needs of our students and to support the teachers and staff</li> </ul>	Meeting on an 'as needs basis'
<b>Families</b>	<ul style="list-style-type: none"> <li>AS required, liaise with the kindergarten families to answer or relate to transition of their child</li> </ul>	As required

