

## JOB DESCRIPTION- ELC Co-educator

<b>Bethany Christian School</b>	<b>37 Countess Street, Paralowie, SA 5108</b>
<b>Early Learning Centre - Early Childhood Co-Educator (4 year old Kindergarten program)</b> The Centre will be open 48 weeks/year Holidays will be under negotiation to ensure appropriate staffing ratios throughout the year.	<b>Part-time with times to be negotiated.</b>

<b>Reporting Responsibility</b>  The Early Learning Centre Co-educator is directly responsible to the ELC Director (or their certified supervisor).
<b>Position Statement</b>  Bethany Christian School is seeking a dynamic Christian co-educator to assist in our Early Learning Centre (ELC) 4-year-old program. The ELC is focusing on the provision of enriched opportunities in language, communication, and social development, supporting children in developing creativity, confidence, curiosity and care while exploring God’s world through the Early Years Learning Framework (EYLF).  The co-educator will support the ELC Director and other staff by assisting with learning opportunities that help children to excel in Christian Education and character, inspiring greatness while serving communities and impacting nations. They would be an active member of their Christian church community.
<b>General Responsibilities</b> <ul style="list-style-type: none"> <li>● To promote the Vision and Mission objectives of Bethany Christian School</li> <li>● Be an active member of their Christian church community.</li> <li>● To provide enriched opportunities in language, communication, emotional regulation, and social development.</li> <li>● To carry out professional duties professionally and responsibly in a team environment</li> <li>● Support, encourage and engage students in the learning program</li> <li>● To support an atmosphere and learning climate that promotes respect, responsibility, community, and learning</li> <li>● Actively participate in planning, meeting and communicating with the ELC team</li> <li>● To contribute regularly to the observation and documentation of learning</li> <li>● Implement strategies recommended by relevant professionals</li> <li>● To nurture positive relationships with students, staff, families, and the community</li> <li>● To attend meetings, functions and extra-curricular activities as required</li> <li>● To participate in the School’s ongoing Professional Learning opportunities</li> <li>● To assist in maintaining order, hygiene and safety of the learning spaces and equipment</li> <li>● To adhere to the Bethany Christian School Policies and Procedures</li> <li>● To recognize health and safety as the responsibility of every employee, taking reasonable care of self and others to comply with the school’s Health, Welfare and Safety policy.</li> </ul>

### PERSON SPECIFICATION

	<b>ESSENTIAL</b>		<b>DESIRABLE</b>
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<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>● Certificate III or Diploma in Children’s Services (or a higher qualification)</li> <li>● Current First Aid Certificate, Mandatory Reporting Certificate and Working with Children Check (a health examination by a medical practitioner if requested)</li> </ul>	<ul style="list-style-type: none"> <li>● Experience as a co-educator in an Early Childhood Centre, preferably as part of a wider school context</li> <li>● Experience as a co-educator in an Early Childhood Centre, preferably in a pre-school or Kindergarten program</li> <li>● Other relevant Degree qualifications that will support the outlined Job Specification</li> </ul>
<b>Knowledge</b> (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> <li>● Understanding of the developmental and wellbeing needs of students as these relate to the learning and growth outcomes for students</li> <li>● Demonstrating a personal commitment to the Christian values which are fundamental to the School</li> </ul>	<ul style="list-style-type: none"> <li>● Understanding of varied approaches to and theories of Early Years learning, curriculum, programming and planning which contribute to a safe, holistic and nurturing ELC environment</li> <li>● To possess a sound knowledge of varied typical and non-typical learning, emotional, physical, and medical needs of Early Years children and the relevant responses and interventions</li> <li>● Experience using the Hanen Program, Reggio Emilia approach and other play-based, language-rich pedagogy</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>● To have a sound knowledge in supporting an ELC curriculum based on the Early Years Learning Framework</li> <li>● The ability to develop positive, professional relationships with staff</li> <li>● Understanding of the need for identification and intervention of diverse learning needs and the ability to follow targeted plans</li> <li>● Willingness to collaborate effectively with a broad range of staff to enhance student outcomes</li> <li>● Exceptional interpersonal skills and the ability to relate to students and parents from a wide range of social and cultural backgrounds</li> <li>● Demonstrated commitment to ongoing professional development and professional capability</li> <li>● Professionalism and discretion always in relation to confidential matters</li> </ul>	<ul style="list-style-type: none"> <li>● To have a sound knowledge and experience in the use of information technologies, especially those used in communication and documentation of learning</li> <li>● To have experience working in a team setting</li> <li>● To have experience in supporting programs that promote parent engagement</li> <li>● To have experience in supporting programs and interventions that support students with EALD, diverse learning needs and/or socially and culturally diverse backgrounds</li> </ul>