

Early Childhood Co-Educator – Certificate III

Position:	Co-Educator <i>Opportunity to be a part of our new growing Brooklyn Park ELC</i>
Salary & Conditions:	Education Services (Schools) General Staff Award 2010 (Level 3 - Preschool / Childcare Services Grade 3)
Superannuation:	SGL Employer Contribution
Employment Type:	Part-time (approximately 15 hours per week)
Commencement Date:	July 2020
Supervisor:	ELC Director
Closing Date:	Monday 20 th July 2020 at 9am

COLLEGE OVERVIEW

Emmaus Christian College is an independent, non-denominational Christian school seeking to provide high quality Christian education to children and young people who are from Christian families that are actively involved in their local church and other families who fully support the involvement of their children in the Christian teaching, life and expression of the school.

Emmaus Christian College is one school, two campuses. The South Plympton Campus (F-12) operates as three sub schools: Junior School, Middle School and Senior School. The Brooklyn Park Campus is a dedicated Junior School (ELC-Year 6). The ELC operates as part of Junior School. Both campuses operate under the same leadership. Andrew Linke is the Principal over both campuses. The Head of Junior School (HOJS) oversees both Junior Schools. The ELC Director reports directly to the HOJS.

Both campuses offer a seamless pathway to Year 12 where children who have been offered a Foundation to Year 6 position at Brooklyn Park, have at the end of Year 6, a guaranteed entry into Year 7 at the South Plympton campus.

KEY PURPOSE

Emmaus Christian College is seeking an experienced and dynamic Christian Co-Educator to contribute and assist the Early Learning Centre (ELC) in providing programmes for 3 and 4 year old children at the Brooklyn Park campus on a part-time basis. The ELC is focused 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.

WORKING RELATIONSHIPS

The Co-Educator will report to the ELC Director and will work closely with teachers and all ELC staff. Regular consultation will be an essential part of the role and good relationships will need to be developed with staff, parents and children.

GENERAL RESPONSIBILITIES:

- Carry out professional duties responsibly
- Adhere to the College policies and procedures
- Promote the Vision, Mission and Values of Emmaus Christian College
- Create an atmosphere and learning climate of nurture, play, respect and love
- Assist in the implementation of the ELC's curriculum, policies and procedures
- Work closely with the Educational Leader or Room Leader to assess children, evaluate learning and communicate with parents
- Make written contributions to the record of observations on children's learning
- Nurture positive relationships with children, staff and families
- Attend meetings, functions and extra-curricular activities as required
- Participate in the College's on-going Professional Learning opportunities
- Implement an on-going, personal and professional growth and appraisal program
- Support and encourage colleagues in the professional, Work, Health and Safety and welfare aspects of Emmaus Christian College

ESSENTIAL RESPONSIBILITIES:

- Ability to interact with children and families in a positive, sensitive and respectful manner
- Ability to develop and demonstrate positive behaviour strategies and support children's learning
- Ability to work with other team members in the inclusion, support and care of all children
- Sound knowledge of current child care practices
- Good knowledge of the Early Years Learning Framework
- Sound knowledge of QA principles
- Knowledge of Licensing Regulations under the relevant Act
- Knowledge of child health and safety including safe environments, nutritional requirements, infectious diseases and infection control
- Appropriate skills, knowledge and training in food safety and hygiene as required under the Food Safety Legislation 2001
- Experience interacting with groups of children aged from 3 to 6 years of age
- Mitigate risk by intentional placement of self both indoors and outdoors when supervising children
- Under direction of the Room Leader, contribute to the preparation of an engaging learning environment for children
- Observation and reporting skills
- Knowledge of inclusion principles
- Thorough knowledge of centre's philosophy, policies, and procedures
- Thorough knowledge of work practices
- Ability to cope effectively in an emergency or stressful situation
- Willingness to accept supervision and seek direction
- Effective interpersonal and verbal and written communication skills
- Effective consultative, interpersonal and supervisory skills
- Effective time management skills
- Good keyboard, computer and software package skills
- Ability to use digital recording devices

SELECTION CRITERIA

Qualifications and Experience

- Certificate III (minimum) in Children's Services approved by ACECQA
- Senior First Aid, CPR, Anaphylaxis, Asthma Certification
- Working with Children Check (WWCC)
- Mandatory Notification Training

Essential criteria

- Active involvement in a Christian Fellowship
- Commitment to the Christian ethos of the College and the Statement of Faith
- A personal commitment to the Emmaus vision, mission and values underpinning the delivery of a Christian based education to children
- Sound understanding of the standards set by the National Quality Framework, the Early Years Learning Framework
- Knowledge and skills in the development of curriculum in line with the EYLF and NQS and incorporating the practices.
- Knowledge of principles from Reggio Emilia
- Understanding of Nature Play and the benefits of play-based learning

Personal Attributes

- Organised and work well with deadlines in a team environment
- Excellent verbal and written communication skills and exceptional interpersonal skills
- Ability to work autonomously, prioritise time and work and use initiative
- Demonstrated level of motivation and ability to motivate others
- Professionalism and discretion in relation to confidential matters
- Be adaptable and represent the ELC, School and its wider community in a professional, ethical and positive manner
- A commitment to ongoing professional learning

SUBMITTING YOUR APPLICATION

Applicants should provide:

- Curriculum Vitae which provides full personal details, qualifications, previous employment and experience, and work referees
- A written application that addresses the selection criteria (separate document)
- A completed Emmaus Christian College "Teaching Application Form" (This form can be downloaded from our website www.emmauscc.sa.edu.au)
- Name and contact details of a Pastor who can provide a character reference, confirm participation in a Christian fellowship and a commitment to the Christian ethos of the College.
- Applications can be emailed to hheadland@emmauscc.sa.edu.au or posted to:

Mrs Heather Headland
PA to Principal
Emmaus Christian College
Lynton Avenue
SOUTH PLYMPTON SA 5038

CONTACT DETAILS:

For further information about this position, please contact Mrs Heather Headland on 8292 3888 or email hheadland@emmauscc.sa.edu.au.