

Position Description

Position	Early Learning Centre Co-educator
Award	Educational Services (Schools) General Staff Award 2020
Classification	Preschool/Childcare Services, Grade 3
Directly reports to	Director of the Early Learning Centre <i>All professional service positions ultimately report to the Business Manager</i>

This position description summarises the essential responsibilities, activities, qualifications, and skills for this position and may be reviewed or modified by the Principal or their delegate, in response to the strategic direction of the school and the development of skills and knowledge for this position.

Position Summary

The Early Learning Centre (ELC) Co-Educator is a valued member of the Buckley House community, working alongside the Director of the Early Learning Centre and Early Learning Center Teachers to support and deliver a play-based, inquiry-led and relationship-centred learning program, to our youngest learners. While classified within the School's Professional Services stream, this role functions day-to-day as an integral member of the ELC educational team.

The Co-Educator helps to create a safe, inclusive environment where children develop a strong sense of identity, agency and wellbeing, and are supported to explore, discover and learn through purposeful play. By nurturing children's social, emotional and cognitive growth, the role contributes directly to strong early learning foundations and long-term educational success.

By working closely with the ELC team and building warm, respectful relationships with children and families, the Co-Educator helps to ensure the learning program is consistent, meaningful and playful reflecting the School's commitment to care, growth and child-centred learning.

Key Result Areas

Responsibilities	Performance Outcomes
To promote and enable the Ivanhoe Strategic Vision	The Purpose and Ethos of the Strategic Vision are evident in the observable behaviours and professional practice of all staff at Ivanhoe Grammar School
Provide students with a child-safe environment	A demonstrable understanding of appropriate behaviour and legal obligations relating to child safety. A leader of compliance with the School's Student-Safe Policy and Code of Conduct, and any other policies or procedures relating to child safety

Supporting delivery of play-based, inquiry-led learning aligned to EYLF and VEYLDF.

The ELC Co-Educator enables a play-based, inquiry-led learning program aligned to the EYLF and VEYLDF by:

- Contributing to the planning, delivery and evaluation of learning experiences that are intentional, responsive and developmentally appropriate
- Supporting the creation of learning environments — indoors and outdoors — that invite curiosity, exploration and agency
- Preparing, maintaining and adapting learning spaces and materials to reflect current investigations and children's emerging interests
- Contributing to the documentation and presentation of children's learning through observations, displays and learning stories that make thinking visible
- Participating in critical reflection to inform program refinement and ensure continuity, challenge and engagement for every child

Nurturing each child's safety, inclusion, agency, social/emotional development.

Warm, trusting and respectful relationships are built through responsive and attuned daily interactions with each child.

Children's physical, emotional and social wellbeing is actively supported through vigilant supervision and thoughtful care practices.

Positive behaviour guidance is modelled and reinforced in ways that build self-regulation, resilience and respectful interactions.

Each child's individuality, needs and cues are acknowledged and responded to in ways that promote confidence, participation and growth.

Actively contributing to the ELC team — communication, teamwork, planning, reflection.

Professional thinking and decision-making are actively contributed to during team meetings, planning sessions and reflective practice discussions.

Routines, learning experiences and supervision practices are established and maintained through active collaboration with the Early Learning Centre Teacher to meet the needs of all learners.

	The ongoing development and implementation of the Quality Improvement Plan is supported through initiative, insight and professional conduct. Reliability, initiative and alignment to the School's values and expectations are consistently demonstrated in day-to-day practice.
Building respectful relationships with families, supporting positive connections.	Communication with families is warm, professional and aligned with the School's values, expectations and Child Safe Standards. Insights and observations are shared to support continuity of learning and reflect each child's engagement, progress and emerging interests. Confidentiality and professionalism are upheld in all interactions with children, families and colleagues. A welcoming, inclusive atmosphere is created that reflects the diversity, identity and belonging of children and their families.
Other duties as directed by the Director of the ELC, Head of Buckley House, Principal or Business Manager	Attend various meetings at the invitation of the Director of the ELC, Head of Buckley House, Principal or Business Manager Engage in projects or other duties as directed by the Director of the ELC, Head of Buckley House, Principal or Business Manager

Key challenges;

- strengthen and bring to life the distinctive "Ivanhoe" early learning experience — grounded in belonging, character and play-based inquiry
- contribute to the ELC's reputation as a contemporary, child-centred centre of excellence in early years education
- actively engage and partner with children, families and colleagues to ensure strong continuity of learning and care
- uphold the highest standards of child safety, professionalism and practice through daily conduct and interactions
- support collaborative, future-focused ways of working that enhance team culture and continuous improvement

Education and experience;

- Relevant qualification in Early Childhood Education and Care (Certificate III or Diploma, ACECQA-approved)
 - Demonstrated experience working in an Early Learning Centre or similar early childhood setting
- Sound knowledge of child safety protocols and compliance requirements

- Current Working with Children Check (or VIT registration if applicable)
- Current First Aid, Anaphylaxis and Asthma Management certification (HLTAID012 preferred)
- Current Mandatory Reporting certification

Knowledge and skills;

- Demonstrated understanding of and compliance with Child Safe Standards
- Highly competent in the use of technology to support documentation, communication and daily operations
- Strong knowledge of the EYLF, VEYLDF, National Model Code and National Quality Framework (NQF)
- Outstanding interpersonal skills, including the proven ability to build positive community and trusted relationships
- Strong capacity to consult, collaborate and interact effectively with staff, students and parents/guardians

Attributes;

- A suitable person to engage in child-connected work and uphold Child Safe Standards at all times
- Supportive and committed promoter of the Ivanhoe Grammar School values, ethos and Learner Attributes
- Highly developed verbal and written communication skills
- Demonstrated ability to work collaboratively with others toward a shared goal
- Personal resilience, with the capacity to manage multiple and competing demands calmly and professionally

Reporting Relationships

Reports to:	Director of the Early Learning Centre
Associated Relationships:	Head of Buckley House Business Manager Early Learning Centre Teachers ELC Co-Educators ELC Leadership Team Buckley House Academic and Professional Services staff Students, Families and Care Givers
Team/s:	Early Learning Centre team Professional Services Staff

Additional Information Relating to the Position

Child Safety Commitment

All schools have a moral responsibility for the safety and wellbeing of students. At Ivanhoe Grammar School we take this responsibility very seriously. We are committed to a school culture where protecting children forms a part of our everyday thinking and activity. Protecting students is the responsibility of everyone who is employed at, or is engaged by, Ivanhoe in child-related work. Detailed information about our commitment to child safety and wellbeing, is set out in our code of conduct, policies and procedures located on our Child Safety page.

Committed to child safety, children's wellbeing and protecting children from abuse, the School requires that all staff comply with the School's Student Safety Code of Conduct, Student Safety Policy, Student Safety Concerns Management Procedure, Health and Safety Policy and Respectful Workplace Behaviour Policy.

All teachers and non-teaching staff working directly with or caring directly for students are required to have a working knowledge and understanding of our Child Safety Code of Conduct, Student Safety Policy and Student Safety Concerns Management Procedure.

Where any staff member breaches any of the School's policies or codes of conduct, the School will take appropriate disciplinary action.

Professional Service Staff Commitment

All members of the Professional Service Staff team are expected to support each other in achieving operational and strategic goals and work towards the continuous improvement of the School's systems and programs. Professional Service Staff must be willing to assist and support other members within the team in accordance with our School's expectations of collegiality and teamwork. The Business Manager or their delegate may assign reasonable duties in addition to those listed in this position description.

Occupational Health and Safety (OHS) Commitment

All School staff are required to take reasonable care for their own health and safety and that of other staff who may be affected by their conduct.

All staff are responsible for:

- Participating in OHS related training
- Reporting OHS hazards and incidents
- Actively participating in the development of risk assessment and or job safety analysis
- Assist with workplace inspections
- Adhere to Ivanhoe Grammar School's OHS policies and procedures

Policies and Procedures

All employees of Ivanhoe Grammar School are expected and required to understand and adhere to all School policies and procedures. It is a condition of employment that all employees participate in all training provided to them regarding policies and procedures in accordance with legislative requirements. A breach of School policy may result in disciplinary action.

Approval

Developed by	Head of People and Culture
Approved by	Principal
Approval date	October 2025

