

Position Description

Early Learning Coordinator

2024

Beaconhills College acknowledges the Wurundjeri and Bunurong - Boon Wurrung peoples as the Traditional Custodians of this land on which our College is built. We honour and respect their ongoing cultural and spiritual connection with this Country which includes Traditional Custodianship of the land, waterways and skies across Australia. We honour the richness, diversity and sophistication of the cultures of First Nations peoples. We admit with sorrow the wrongs of the past that have taken place and continue into today and that sovereignty was never ceded. We pay deep respects to Elders past and present and honour the strong leadership that is evident in the emerging Elders of tomorrow. We recognise that education is the key to unlocking our understanding of Aboriginal and Torres Strait Islander Australia and seek to explore what reconciliation means at Beaconhills College by partnering together and working to build a more just and compassionate society for the traditional owners of this land.

RELATIONSHIPS AND NETWORKS

LEAD BY	<ul style="list-style-type: none">• Head of Campus (Little Beacons)• Deputy Head of Little Beacons• Centre Manager• Head of Teaching & Learning• Curriculum Coordinator• Early Learning Teacher
COLLABORATES WITH	<ul style="list-style-type: none">• Educational Leader• Operations Coordinator• Little Beacons Staff• Families
LEADS	<ul style="list-style-type: none">• Students• Early Learning Co-educators
POSITION CONDITIONS	This position has the opportunity to work at either our Pakenham and/or Berwick Campus.
REFERENCE DOCUMENTATION	<ul style="list-style-type: none">• <i>Staff Code of Conduct</i>• <i>EYLF Early Years Learning and Development Framework</i>• <i>Children's Service Regulations</i>• <i>Children's Services Act</i>• <i>Education Blueprint</i>• <i>Little Beacons Staff Handbook</i>• <i>College Policies and Practices</i>

PRIMARY PURPOSE OF THE POSITION

The Little Beacons Coordinator is primarily responsible for the care and education of the 3-4 year old room. The Coordinator will be expected to provide quality care and education, responding to the individual needs of children and families. The Coordinator will demonstrate an understanding of current research and will have experience in delivering programs based on best practice in early childhood.

All staff are expected to uphold the Little Beacon's Learning Centre philosophy, aims and objectives.

The Coordinator takes direction from the Deputy Head and is accountable to the Head of Campus and the Executive Principal.

KEY RESPONSIBILITIES FOR THE POSITION

- Establishing trusting and respectful relationships with students and parents that ultimately supports the student wellbeing
- Using assessment feedback to support reflection and inform future planning and practice
- Communicate with members of the school community in a timely and professional manner
- Providing an environment that is conducive to learning
- Encourages students to become better learners and take responsibility for their Learning Mindset
- Works collaboratively with the Early Learning Teacher to achieve the desired outcomes
- Leads the development and delivery of the program during the teachers non-contact time
- Support the learning outcomes of students through well designed curriculum, effective teaching pedagogy and practice and the provision of a safe learning environment that provides meaningful feedback
- Continually support the wellbeing of our students and colleagues
- Communicates with the Early Learning Teacher and the Deputy Head regarding student wellbeing and family supports
- Support all aspects of the Learning That Matters curriculum including participation in the Experiential program
- Support the learning of all students to meet individual student learning needs

QUALIFICATIONS

The successful application must hold (or be in the process of obtaining):

- A current (employee) Working with Children Check
- A Diploma of Children's Services or equivalent
- A current National Police Check (valid within 12 months)
- Australian citizenship or permanent residency
- Appropriate first aid training certificates, that comply with the requirements of the Children's Services Regulations 1998 (including a current CPR certificate)
HLTAID012 - Provide an emergency first aid response in an education and care setting (previously HLTAID004)

OR

HLTAID011 - Provide First Aid (previously HLTAID003)

The below certificates are required in addition to HLTAID011 to comply;
22300VIC - First Aid Management of Anaphylaxis



22556VIC - Management of Asthma Risks and Emergencies in the Workplace (previously 22282VIC)

KEY TASKS FOR THE POSITION

CURRICULUM

- Update curriculum documentation
- Implement curriculum using Understanding By Design and Learning That Matters
- Use relevant data to reflect on the effectiveness of curriculum
- Contribute to new curriculum initiatives
- Support the co-curricular & programs of the College
- Contribute to the development and identification of effective learning resources
- Attend Early Explorers programs (Excursions and Camps)
- Attend Celebrating Family events

PROFESSIONAL LEARNING AND GROWTH

- Attend College professional learning workshops
- Attend relevant external workshops
- Attend Twilight program and professional learning opportunities
- Participate in Section based professional learning and reading
- Support student surveys/ student feedback
- Develop professional growth goals
- Routinely engage in reflective practice as part of the CEAD program
- Seek feedback from colleagues
- Attend training days

STUDENT MANAGEMENT

- Communicate with parents around student learning when necessary
- Update Communication records in Synergetic
- Maintain up to date attendance records
- Provide feedback on students of concern
- Maintain Health and Wellbeing Register

GENERAL DUTIES

- Attend Information Nights as required
- Attend supervision as required
- Support all programs across the centre as required
- Attend assemblies
- Carry out duties as directed

LEARNING

In this position the coordinator is required to learn how to:



- Implement curriculum in consultation with the Early Learning Teacher and in alignment with the Beaconhills Curriculum Framework which includes the use of Understanding By Design
- effectively implement assessment and feedback practices including the use of real-time reporting
- use effective teaching pedagogy and practices (Personalised Learning, Explicit Teaching, Inquiry Based Learning)
- use technology to support teaching and learning in the classroom
- support the wellbeing of students within our programs
- support the individual learning needs of our students
- develop and implement teaching strategies that support the development of our students' *Learning Mindset*

The training needs for this position are:

- College protocols and procedures (e.g. Operoo for excursions and risk management, Synergetic, duty of care)
- College Policies
- Compliance requirements
- Digital Learning Systems (e.g. SmartBoards)
- Learning Management Systems (LMS) for Key Word Signing, Zones of Regulation, Cultural Awareness

PHYSICAL CAPABILITIES

- Sitting (occasional 1-33%)
- Standing (frequent 34-66%)
- Walking (frequent 34-66%)
- Talking (frequent 34-66%)
- Listening (occasional 1-33%)
- Steps/stairs (frequent 34-66%)
- Carrying (occasional 1-33%)

WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES

- Ensure that any hazards, incidents (including near misses) and injuries are reported immediately to relevant management
- Co-operate in relation to activities taken by the College to comply with Work Health and Safety (WHS) legislation
- Participate in consultation, meetings, training and other health and safety activities where required
- Ensure only authorised, adequately trained staff undertake assigned tasks
- Take reasonable care for personal health and safety and the health and safety of others in the workplace

CHILD SAFETY STATEMENT

Beaconhills College has zero tolerance for child abuse. Beaconhills is a child safe employer and is committed to the welfare of children and their protection.



Beaconhills has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the College's *Child Safe Policy* and *Code of Conduct*, which are available on our website [here](#). Beaconhills performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, criminal record checks, *Working with Children Check* (WWC Check) and checks of social media accounts.

Beaconhills College is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Beaconhills College.

