

## Position Description

# Early Learning Leading 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**

- Head of Campus (Little Beacons)
- Deputy Head of Campus
- Centre Manager

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**COLLABORATES WITH**

- Educational Leader
- Operations Coordinator
- Little Beacons Staff
- Curriculum Coordinator
- Families

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**LEADS**

- Early Learning Co-educators
- Early Learning Coordinators

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**POSITION CONDITIONS**      **We have a Leading Coordinator position available in our Seedling Program at our Berwick Campus.**

**This position will work with children aged between 6 - 12 months.**

**Commencing as soon as possible or by negotiation.**

**This position is full time, ongoing and will work Monday to Friday, 8.30am - 5.00pm.**

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REFERENCE  
DOCUMENTATION

- *Staff Code of Conduct*
  - *EYLDF Early Years Learning and Development Framework*
  - *Children's Service Regulations*
  - *Children's Services Act*
  - *Education Blueprint*
  - *Little Beacons Staff Handbook*
  - *College Policies and Practices*
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## PRIMARY PURPOSE OF THE POSITION

The Leading Coordinator is primarily responsible for supporting children in our Seedling Program, age 6 months to 3 years and the Beacon Club, Outside School Hours program. The Leading Coordinator is expected to provide a high level of support responding to the individual needs of children/students and staff, and will demonstrate an understanding of current research and have experience in delivering programs based on best practice in early childhood.

## KEY RESPONSIBILITIES FOR THE POSITION

- Collaboratively develops and manage quality care and education, responding to the developmental needs, interests and wellbeing of children and students, based on best practice
- Develop, record and maintain e-learning reports reflecting individual objectives, incorporating regular written observations across all aspects of a child's development
- Develop reports biannually using observations and assessment tools to provide parents with a developmental profile of their child
- Empower learners as critical thinkers and decision makers
- Offer learners opportunities to enhance and develop confidence in each of the intelligences
- Undertake all duties in a professional manner and ensure requirements of DET, the Regulations and the Act and the policies and procedures of the Little Beacons Learning Centre are upheld
- Expand early years knowledge, keep abreast of current issues and research and liaise with relevant early childhood services, other professional services and organisations within the community
- Demonstrate knowledge and implementation of the EYLF
- Develop and manage specified resources required to facilitate and support the program
- Undertake relevant professional learning both at the Learning Centre and in the broader education community
- Attend and contribute to Learning Team and Staff meetings
- Work as a member of a cooperative team in the development and delivery of planning and implementation of the developmentally appropriate program
- Assist, where possible, with special events, which may include Family Evenings, Open Days and Information Evenings



## 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)

## SELECTION CRITERIA

To be successful, candidates would meet the following criteria to the satisfaction of the selection panel:

- Demonstrate a proven capacity to assist in the delivery of quality early childhood programs and support best practice.
- Display a high level of experience independently supporting and supervising children/students.
- Display an ability to record observations to support the development of the program and e-learning reports.
- Demonstrate significant experience in the implementation of programs that support the movement of children/students between indoor and outdoor environments.
- Demonstrate an understanding of the requirements to support the preparation, general cleaning duties and safety of the learning environment.
- Demonstrate an ability to work as part of, and contribute to, a committed team of educators.
- Demonstrate commitment to on-going professional learning and a proven capacity to apply knowledge within the early learning setting.
- Display a high level of communication and interpersonal skills when relating to children, students, parents and work colleagues.
- Demonstrate proactive contributions to early years' programs.

## 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.

