



Duty Statement

Position	Early Learning Centre Coeducator (Child Care Worker Level 4)
Reports to	Director of the Early Learning Centre
Type	Full-time or Part-time
Classification	Child Care Worker Level 4; Independent Schools ACT (Support and Operational Staff) Multi-Enterprise Agreement 2017
Last updated	June 2020

Duties

It is the nature of the work at Canberra Girls Grammar School that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in the job description.

As a Child Care Worker:

- demonstrate at all times active support of the School's aims, objectives, policies and rules, and at all times provide a model for learning and living;
- treat each child with dignity and respect and build a positive relationship with each child as an individual;
- assist in the planning, implementation and evaluation of the care and education programs in the Early Learning Centre in accordance with the Centre's philosophy;
- undertake all duties in a competent manner;
- communicate with and establish effective and cooperative working relationships with staff throughout the School, especially the ELC and the Junior School;
- as required attend Chapel, Assemblies, special services and ELC/School activities;
- work collaboratively as part of a team to keep complete and accurate records of each child's progress and the program;
- carry out administrative tasks thoroughly and in accordance with School policies and procedures; and
- undertake professional development, such as reading and attending courses, for the purpose of increasing knowledge and skills relating to the needs of the children and requirements of the program.

As a provider of pastoral care:

- communicate to teaching staff any information regarding the physical, social, emotional and intellectual development of each child;
- as appropriate, assist children to resolve problems;
- establish and maintain effective communication with and between families and staff at the ELC; and
- inform and consult with the Director of the Early Learning Centre any concerns regarding the welfare and wellbeing of children in their care.

As a Member of Staff:

- attend and actively participate in team and staff meetings;
- contribute to policy formation and development;
- ensure a high standard of hygiene is maintained and that the centre is kept clean and tidy, being mindful of the importance of keeping an aesthetically pleasing environment;

- share responsibilities for the safety, cleanliness and tidiness of the centre environment and equipment, both indoor and outdoor;
- maintain confidentiality on information about the children and their families; and
- perform duties in a responsible manner in relation to duty of care.

Other Duties:

- undertake such other duties as may be required by the Principal.

Qualifications and Relevant Experience

- Diploma of Early Childhood Education and Care or equivalent