



Position Description

Position	Junior School Coeducator
Reports to	Directors of Junior School
Type	Part-time; (Student term time)
Classification	School Assistant Level 2; Independent Schools ACT (Support and Operational Staff) Multi-Enterprise Agreement 2017
Last updated	August 2020

The Role

The Junior School Coeducator is responsible to the Head of Junior School.

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 position description.

Working with Students

- Assist in the educational and social development of students under the direction and guidance of the Head of Junior School, Directors of Junior School and assigned class teachers;
- Provide curriculum support for individual students and small groups of students under the direction of assigned class teachers;
- Accompany individual students or small groups of students as they move around the school;
- Accompany students on excursions as appropriate;
- Monitor students during outside play where necessary; and
- Provide extra assistance for students with disabilities.

Working with Staff

- Maintain professional working relationships with all staff members;
- Carry out tasks under the guidance of assigned class teachers; and
- Attend staff meetings and professional development as required.

Working with Parents

- Maintain positive and professional relationships with parents and other caregivers.

Administrative Tasks

- Observe students and record relevant data to monitor student progress;
- Support the mission and vision of Canberra Girls Grammar School; and
- Any other duties as required by the Principal.

Essential Skills / Experience

- Certificate IV in School Age Education and Care or equivalent; and
- Organisational and interpersonal skills.