



Co-Educator

Position Description

Area of Employment	Early Learning Centre
Status and Tenure	Casual
Position Reporting To	Director, ELC
Classification	Woodcroft College Enterprise Agreement

Position Objective

The Co-Educator supports the provision of high-quality early learning and care for children within the Early Learning Centre, working under the direction of qualified educators and leadership staff.

Reporting and Working Relationships

The Co-Educator reports directly to the Director, Early Learning Centre (ELC).

PART A

Key Areas of Responsibilities

- Support Early Childhood Teachers and the Educational Leader in delivering a high-quality, play-based learning program aligned with the Early Years Learning Framework.
- Build warm, respectful and professional relationships with children, families and colleagues, contributing positively to the ELC community.
- Assist with the preparation, supervision and facilitation of learning experiences, routines and transitions under the direction of teaching staff.
- Support inclusive practice by responding to children's individual needs, interests and abilities in a respectful and developmentally appropriate manner.
- Contribute to safe, engaging and well-organised learning environments, including assisting with set-up, pack-down and care of resources.
- Communicate appropriately with colleagues and families as directed, maintaining professionalism, confidentiality and consistency.
- Adhere to all College and ELC policies, procedures and codes of conduct, including child safety, wellbeing and WHS requirements.
- Participate constructively in team communication, briefings and required training relevant to the role.

Legal Responsibilities

- Adhere to company processes and procedures to comply with Australian Privacy Principles.
- Adhere to all applicable WHS legislations.
- Abide by College policies and procedures.





PART B

Essential Requirements

- Diploma or Certificate III in Children's Services or equivalent.
- Current First Aid Certificate (*HLTAID004 – Provide an Emergency First Aid Response in an Education and Care Setting*).
- Current Working with Children Check (WWCC).
- Current Responding to Abuse and Neglect Certificate.

Personal Attributes

- A warm, caring and professional approach to working with young children.
- Strong interpersonal and communication skills, with the ability to engage positively with families and colleagues.
- A collaborative and flexible mindset, with willingness to take direction and contribute to a team.
- Commitment to child safety, inclusion and ethical practice.
- Alignment with, and willingness to support, the Christian ethos of the ELC and College.
- Reliability, integrity and a positive attitude toward learning and professional growth.

Essential Skills, Experience and Knowledge

- Relevant qualification and/or experience working in an Early Childhood Education setting.
- Working knowledge of contemporary early childhood practice and the Early Years Learning Framework.
- Experience supporting children's learning, wellbeing and development under the guidance of qualified educators.
- Ability to follow established programs, routines and procedures within an ELC environment.

