



Co-Educator

Position Description

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

Position Objective

The Co-Educator contributes to the delivery of high-quality early learning and care within the Early Learning Centre, working collaboratively with Early Childhood Teachers and leadership to support consistent practice, routines and relationships with children and families.

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 the consistent delivery of a high-quality, play-based learning program aligned with the Early Years Learning Framework, including daily routines and transitions.
- Assist with the preparation, organisation and maintenance of learning environments and resources to support effective program delivery.
- Contribute to observations and documentation, as directed, to support children's learning, development and wellbeing.
- Build warm, respectful and professional relationships with children, families and colleagues, contributing positively to the ELC community.
- Support inclusive practice by responding to children's individual needs, interests and abilities in a developmentally appropriate manner.
- Communicate professionally and consistently with colleagues and families as directed, and comply with all College and ELC policies, procedures and training requirements, including child safety, wellbeing and WHS.
- Participate in team meetings, planning discussions and professional learning as required.
- Contribute to a positive, collaborative team environment and support new or relief staff as appropriate.

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 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 (Certificate III or Diploma) in Early Childhood Education.
- Demonstrated experience working consistently within an Early Learning Centre environment.
- Sound understanding of early childhood practice and ability to support learning under the direction of qualified educators.
- Ongoing participation in professional learning and reflective practice.
- Willingness to engage in performance and development processes.