

KINDERGARTEN CO-EDUCATOR

POSITION DESCRIPTION

REPORTS TO	Head of Blinkbonnie House (Kindergarten to Year 1)
DIRECT REPORTS	None
KEY RELATIONSHIPS	Kindergarten Teacher Kindergarten students Deputy Head of Blinkbonnie House Blinkbonnie House teaching and support staff Parents
PURPOSE	The purposes of this role are: to work well with other staff in Blinkbonnie House to promote the physical and emotional wellbeing of the children. A key area of responsibility will be to assist in providing a stimulating, motivating and engaging learning environment, in Kindergarten.
ENVIRONMENT	This is a fixed term part time position from 8.15am to 4pm on Tuesday and Wednesday each term week. Commencing 5 May 2025 and concluding 26 June 2026

KEY AREAS OF RESPONSIBILITY

- Assist in the Kindergarten
- Assist in the implementation of the Kindergarten program under the leadership of the Kindergarten teacher
- Assist in the documentation of students learning within the Kindergarten
- Work with other staff in Blinkbonnie House to promote the physical and emotional wellbeing of the children
- Assist in providing a stimulating, motivating and engaging learning environment
- Ensure that the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable needs are met
- Assist students to participate in specialist programs
- Other duties as may be required

VALUES AND BEHAVIOURS

Category	Expected behaviours
Values	Demonstrates personal integrity and strong work ethic Behaviour demonstrates a team approach Is open to new ideas and opportunities
Communication	Communicates effectively, especially with adults

School standards

Always focused on the needs of the School
Always respectful of others
Adds value to the team and the School
Complies with all school policies

Business outcomes

Looks ahead and anticipates new directions
Understands how teams work and utilises the skills of team members

Productivity

Self driven and displays personal effectiveness
Manages stressful situations well
Displays sound problem solving and decision making skills
Possesses technical skills required to be proficient in the role
Shows critical reflection on own work

Continuous improvement

Reviews performance data to identify areas for improvement
Considers the bigger picture when thinking about a problem
Understands and adjusts to change

Planning

Demonstrates organisational skills
Develops project plans with clear process and outcome

TECHNICAL KNOWLEDGE AND JOB SPECIFIC SKILLS

- An understanding of the Lowther Hall context
- Diploma in Children Service or Certificate III in children services or equivalent as approved by ACECQA
- Knowledge of the Reggio Emilia approach to Early Learning
- A current and appropriate WWC registration
- An understanding of child safe standards
- Current Level 2 First Aid and CPR Certificate – with a commitment to on-going training
- Current National Criminal History Record Check
- Current anaphylaxis management qualification
- Current asthma management qualification

PERSONAL ATTRIBUTES

- Sound judgement with regards to people and situations
- Willingness to support the school values
- Organisation and attention to detail
- Time management and prioritising ability
- Initiative and resourcefulness
- Outcomes focus
- Team orientation
- Kind, friendly and supportive to parents, staff and students
- Decision making within level of authority
- Flexibility and 'can do' attitude

