



## Application Guidelines

<b>Positions:</b>	Early Childhood Worker
<b>Tenure:</b>	37.5 hours per week for the remainder of the 2023 year Lutheran Schools SA Enterprise Agreement 2020 2023 Contract position - immediate commencement
<b>Closing Date:</b>	Tuesday 11th April at 5.00pm

### It is the mission of Immanuel Primary School:

To be a supportive community where well-being is nurtured, innovative teaching empowers learners to take responsible action and the message of Jesus Christ is communicated and celebrated.

Our mission is taught, modelled and lived through the values of:

- Respect
- Flourish
- Serve

We are seeking an experienced and caring classroom assistant (Co-educator) to join our Immanuel team to:

- flourish in our dynamic and supportive Christian community
- collaborate in agile learning spaces
- enhance student learning through intentional individual and small group support

## How to Apply

1. Read the Job and Person Specification and assess your level of skill and experience against it
2. Prepare a cover letter
3. Prepare a resume including the names and details of two professional referees and one pastoral or personal referee along with their contact details.

Applications are preferred via email in a published format (e.g. PDF) and can be emailed to the Early Years Leader, Mrs Jodie Fraser [jfraser@immanuelps.sa.edu.au](mailto:jfraser@immanuelps.sa.edu.au)



## Immanuel Primary School Context

Immanuel Primary School is one of the 85 systemic Lutheran Schools in Australia that has God's Word at the centre of life. Through the Lutheran Faith we share a history of schooling in Australia spanning 175 years.

Immanuel is an innovative school that connects the strengths of spirituality and learning through a celebration of the gospel and an outstanding educational program with a very active co-curricular program. We recognise the values of tradition but keep our eye firmly on the future. Immanuel has a strong culture of inclusive education where we cater for the wide range of abilities. Our school is one of hope and optimism as we strive to make caring and service a way of life for our students and community. The programs and facilities offer students an exceptional range of pathways as they pursue the Early Learning Centre (ELC) to Year 12 educational journey

Immanuel has been accredited by the International Baccalaureate for delivering the Primary Years Program in an exceptional manner. The rigour of the IB Primary Years Program is connected to an environment where students feel empowered to learn, explore, discover and create. The Primary Years Program prepares students to become active, caring, lifelong learners who demonstrate respect for themselves and others and have the capacity to participate in the world around them. It focuses on the development of the whole child. In conjunction with an extensive co-curricular program, skills and dispositions needed for the future are developed with passion and interest.

Sited on the same campus as Immanuel College, Immanuel Primary School offers an exceptional range of programs, facilities and options for students as they pursue the ELC to Year 12 journey.

## Position Summary

The Early Childhood Co-educator Position is for educators with an understanding of the Early Years Learning Framework and play based pedagogy. The Co-educator needs knowledge and experience in taking an active role alongside an Early Years Teacher to plan, implement and assess a program to meet children's needs and interests.

At the heart of the IB Primary Years Programme's Philosophy is a commitment to structured inquiry as the leading vehicle for learning. Working alongside teachers and students in the development and exploration of units of inquiry, facilitating an inquiry approach to learning is a key element in the role of the Early Childhood Co-educator.

The ELC operates as a Long Day Care Centre, and its hours of operation are 7:30am to 6:00pm. The position will require you to work in varying shifts within these operational hours.



## Co-educator Job Description

### 1. GENERAL CO-EDUCATOR CHARACTERISTICS

#### 1.1 Professional Attributes

- Appreciation of, and commitment to, the Christian values and Lutheran ethos of the School
- Commitment to collaborate with members of the school community to build a team environment that supports students' learning
- Enthusiasm to support students in a way that is innovative, engaging and inclusive
- Personal commitment to lifelong learning
- Use of highly effective communication skills to build positive relationships
- Belief in and commitment to ensuring the school's mission statement is lived
- Responsibility for own professional development and using the outcomes to improve student learning
- Ability to adapt to a changing environment
- Passionate and dedicated co-educator with a growth mindset
- Use of ICT to support learning
- Knowledge of relevant law, regulations, policies and other specific functional knowledge.

#### 1.2 Desired content knowledge

- Working understanding of Christian education requirements based on the Lutheran doctrine
- Working understanding of the PYP and EYLF
- Working understanding of up to date pedagogy on play based education.

### 2. CO-EDUCATOR ROLE STATEMENT

#### 2.1 Objective

Co-Educators at Immanuel Primary School are expected to fulfil the roles, accept responsibilities and meet appropriate duties as described within this statement; to do so in accord with the School's Mission Statement, aims and values, the IB Primary Years Programme and the Industrial Agreements, thereby meeting the needs of students.

A Co-Educator at Immanuel Primary School will:

- work within the law applying to Co-Educators
- work within school policies, regulations and expectations as outlined in school documents
- work within the School Mission and Vision Statement
- work within Industrial Agreements as they apply
- work within Workplace Health and Safety Regulations and other external regulations governing the school
- nurture the Christian faith and life of the children
- exemplify and model the Christian lifestyle in and beyond the school.



It is encouraged that all Lutheran School Co-Educators attend the following school Events

- the Installation / Rededication of Staff in February
- the Year 6 graduation service.

## 2.2 Professional Relationships with Students

A Co-Educator at Immanuel Primary School is responsible for:

- developing and maintaining supportive and caring relationships with students within an inclusive environment
- encouraging students to develop a growth mindset
- valuing students as thinkers with their own emerging theories
- empowering students to feel responsible and motivated to take action and to serve
- involving students actively in learning knowledge and skills
- developing and maintaining effective communication skills
- encouraging students to flourish in activities both inside and outside the classroom
- working with students to develop strong approaches to learning skills
- maintaining and implementing a current knowledge base of classroom organisation and behaviour management techniques.

## 2.3 Professional Relationships with Colleagues

A Co-Educator at Immanuel Primary School is responsible for:

- seeking harmonious relationships with staff
- collaborating with staff to enhance learning and teaching
- promoting a non-discriminatory work environment.

## 2.4 Professional Relationships with Parents/Caregivers

A Co-Educator at Immanuel Primary School is responsible for:

- establishing relationships with parents and caregivers based on courtesy, mutual trust, respect and open communication
- respecting parents' and guardians' rights of inquiry, consultation and information with regard to their children
- respecting family privacy and treating information with an appropriate level of confidentiality
- respecting the uniqueness and characteristics of each student's family background
- maintaining appropriate contact with parents and the wider school community.

## 2.5 Professional Growth and Development

A Co-Educator at Immanuel Primary School is responsible for:

- actively seeking and participating in professional development in any of the above points which are considered by the Co-Educator and/or the school to require development
- developing a habit of reflecting on practice.



### **3. ESSENTIAL REQUIREMENTS**

Provide evidence of:

- ACECQA Approved education and care qualification.
- Current Working With Children Check.
- Responding to Abuse and Neglect training.
- Minimum Basic Emergency Life Support First Aid Training.
- Valuing Safe Communities training or willingness to complete upon appointment.
- COVID - 19 Vaccination Certificate (and or medical exemption certificate).

### **4. ACCOUNTABILITY**

The successful applicant will undergo a probationary period of six months during which time the Early Years Leader will appraise his/her work.

Mrs Jodie Fraser (Early Years Leader) is the immediate person of support for the management of the Early Learning Centre.

**Mrs Bec Clements (Principal)**