Early Learning Aftercare Programme Co-Educator (Assistant)

Immediate Start

Approx. 0.70 FTE

6 weeks annual leave pro rata

Term Time Only

Monday - Friday: 12.00pm – 6.00pm (designated hours reviewed annually)

Ruyton Girls’ School is a leading independent school with classes from Kindergarten to Year 12. We have a long tradition of academic excellence and co-curricular achievement. Ruyton continues to develop innovative programmes to expand the learning experience for students and is committed to utilising information technology in the learning environment. We are committed to child safety and have zero tolerance of child abuse.

We are seeking a suitably qualified and experienced Early Learning Co-Educator (Assistant) with a passion for supporting a positive, engaging and safe learning environment for young children.

Ruyton Early Learning caters for children 3 to 5 years of age in a preschool style early learning environment. The Ruyton Early Learning Co-Educator (Assistant) works under the direction of the ELC Teacher and reports to the Director of Early Learning.

The responsibilities of the Early Learning Co-Educator (Assistant):

Key Selection Criteria

- An active interest in and commitment to the education of young learners
- Understanding of current theory and research relating to girls’ education, particularly in the Early years, working within the EYLF
- Experience and an understanding of Reggio Emilia Philosophy
- Ability to develop and implement learning programmes to extend and cater to the needs of all students
- Demonstrated practice of contributing positively and enthusiastically to the student wellbeing programme
- Evidence of assisting teachers by carrying out duties required for the care of the children and the success of the programmes
- Experience working collaboratively and assisting in the assessments and observations of student learning
- Creative provision of learning equipment and materials set up for indoor and outdoor environments
- Proficiency in student management
- Evidence of innovative practice
- Strong communication and time-management skills
• Technologically literate
• Proven ability to work collaboratively within a high performing environment
• Knows and upholds current Department of Education and Early Childhood Development (DEECD) regulations
• Experience in an After Care Programme preferred

Personal Qualities
• Well organised and flexible
• Possess and encourage a growth mindset
• Patient and relationship-oriented
• Enthusiastic and conscientious
• Committed to continual personal and professional growth
• Professional presentation and manner
• Actively pursue excellence
• Balanced approach to life

Qualifications and Training
• Relevant tertiary degree and teaching qualifications including a minimum level qualification of diploma of Children’s Services
• Hold and maintain Apply First Aid HLTAID003 (or an equivalent qualification) and Anaphylaxis Training
• Holds and maintains a Working With Children Check
• Mandatory Reporting Training
• Maintains a sound understanding of the Early Years Learning Framework and National Quality Standards.

General Information
• Support the vision, ethos and culture of the School.
• Contribute to and support the strategic directions of the School
• Support all Ruyton policies.

To Apply
Applicants should be aware that VIT Registration for all teaching staff is a minimum requirement for employment at Ruyton Girls’ School. It is an expectation that the following documentation be read by applicants prior to submitting an application: the Ruyton Child Safe Policy, Ruyton Child Safe Code of Conduct, Ruyton Code of Ethical Conduct and The Ruyton Teaching Dimensions, which are all available on the employment page of our website www.ruyton.vic.edu.au. Should you have any questions or need further clarification about these documents we invite you to send your questions to principal@ruyton.vic.edu.au. We are committed to child safety and have a zero tolerance to child abuse.

Enquiries should be directed to Ms Sarah Denholm Director of Early Learning, Denholms@ruyton.vic.edu.au

Applications, including the names of two referees, should be emailed to Ms Linda Douglas, Principal principal@ruyton.vic.edu.au by **5.00pm Wednesday 22 February 2016.** No hard copies please. **Please visit the school website www.ruyton.vic.edu.au for information about the Early Learning Centre Philosophy etc.**