



**SCOTCH OAKBURN COLLEGE**  
CREATING THE FUTURE

## POSITION DESCRIPTION EARLY LEARNING ASSISTANT

TITLE:	Early Learning Assistant
HOURS OF WORK:	8:30am to 3:00pm Wednesday & Thursday of each academic week
WEEKS OF WORK:	Academic weeks as per College Calendar plus Whole College Staff PL days
REPORTS TO:	Director of Early Learning
AWARD/AGREEMENT:	Scotch Oakburn College (Staff) Agreement
REMUNERATION:	Tier 3 of the Scotch Oakburn College (Staff) Agreement
LOCATION:	Elphin Campus (Junior School)
MANDATORY CLEARANCES:	<ol style="list-style-type: none"> <li>1. Working with Vulnerable People (Children) Registration</li> <li>2. National Police Certificate (Schedule 1 Record)</li> <li>3. First Aid Qualification – Provide First Aid in an Education and Care Setting HLTAID012</li> </ol>
QUALIFICATIONS:	Certificate III in Early Childhood and Education Care (or equivalent) or Diploma of Early Childhood

### The College:

Scotch Oakburn College is an independent, open entry day and boarding school of approximately 1,300 students from Early Learning through to Year 12, in association with the Uniting Church in Australia. Through the provision of academic, pastoral, and co-curricular programs, the College provides a holistic education designed to prepare students for their future.

Our College has three campuses:

- **Elphin Campus**, located in the inner eastern suburbs of Launceston and home to our Junior School (Early Learning Centre and Years Prep to 5) as well as our Boarding House students who come to us from intrastate, interstate and international locations.
- **Penquite Campus**, located 2.5km from our Elphin Campus and home to our Middle School students (Years 6 to 8) and Senior School students (Years 9 to 12).
- **Valley Campus**, located in the Fingal Valley just over an hour's drive from Launceston and the hub of our Education Outdoors and Environment Centre.

Scotch Oakburn College is one of 250 Round Square schools that span 50 countries around the globe. Round Square schools are committed to character education and experiential learning built around the six IDEALS of International Understanding, Democracy, Environmental Stewardship, Adventure, Leadership and Service.



Scotch Oakburn College is accredited by the **Australian Childhood Foundation** in recognition of its commitment to **child safety standards**.

Child safeguarding screening, selection and training practices form part of the recruitment and selection process, and employment conditions for all positions at the College.



### **The Role**

The role of an Early Learning Assistant is focusing on supporting the supervision and engagement of all early learners in their classroom environment and play spaces.

### **Key Tasks**

- Actively supervise children, ensuring safety and compliance requirements are maintained.
- Facilitate learning experiences under the guidance of an Early Childhood Teacher.
- Assist, and at times lead, children through daily routines and transitions.
- Provide general behavioural support with children, as required.
- Assist in the provision of developmentally appropriate, aesthetically pleasing learning environments that meet the needs of each child and health and safety requirements.
- Collect evidence and data through the use of various documentation tools.
- Contribute to curriculum decisions and development of classroom programs, in collaboration with the Early Childhood Teacher.
- Apply working knowledge and understanding of early childhood development, and awareness of the National Quality Framework / Early Years Learning Framework and applicable regulatory requirements.
- Work collaboratively with teachers to provide a welcoming and inclusive environment for students and families, founded upon professional, respectful and confidential communication.
- Actively contribute to a collaborative team approach across the Year Level Team, including participation in continuous improvement reflective practices and attendance at whole team meetings.
- Observe all College's policies and procedures, in particular the College Code of Conduct.

### **Scope of the Position:**

All Early Learning Assistants work collaboratively in a team with teaching staff, assisting in building a positive community and exciting, inquiry-based learning environments that engage and challenge young learners. The Scotch Oakburn "Vision for Learning" guides innovative learning programs designed to cater for the individual learning needs and personal development of each student within the context of a classroom community of learners. All Early Learning Assistants will help to create a warm, caring and safe environment to support students and teachers in ways that improve the overall quality of care, community and learning. All Early Learning Assistants will provide practical support to the teaching staff, assisting with student learning, completing routine administrative tasks and assisting with the presentation of the environment, including organisation of materials and maintenance of equipment.

### **Level of Accountability**

Performance of the role must be undertaken with the highest of integrity, in accordance with the College Delegations of Authority. This is a collaborative role, with general direction provided on a day-to-day basis. Guidance and advice are available from the classroom teacher and Director of Early Learning as required.

All tasks must be completed within required timeframes, to a high standard, and in accordance with the policies and procedures of the College. Actively engaging in reflective practices and receiving feedback is required to promote continuous improvement and to lead individual professional development objectives.

### **Organisational Relationships**

Reports to:	Director of Early Learning
Direct Reports:	Not applicable
Key Internal Relationships:	Classroom Teachers All staff of the College Students
External Relationships:	Parents and/or carers of students
Leadership Teams:	Not applicable

### **Safeguarding Children and Young People**

As an employee of Scotch Oakburn College, you are required to adhere to our Code of Conduct, accessible on The Dash, which outlines behaviour standards aligned with safeguarding children and young people.

Your responsibilities include providing a safe and welcoming environment for children and young people, acting as a positive role model, ensuring positive and safe interactions, and providing adequate care and supervision. Through the performance of their roles, all staff are required to promote the safety and well-being of children and young people in our care, and report suspicions or disclosures of abuse or policy breaches to management.

Additionally, during your employment with the College you are required to maintain valid Working with Vulnerable People documentation and undergo periodic National Criminal History record checks. You are also obligated to report to College management any criminal charges or convictions received during employment that may pose a risk to children and young people.

### **Work Health and Safety**

Scotch Oakburn college is committed to achieving the highest attainable standards of Work Health and Safety (WHS) for its staff, students, and visitors. As a member of staff, you will be required to:

- take reasonable care of your own health and safety,
- take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons,
- comply, so far as you are reasonably able to, with any reasonable instruction provided by the College to allow the College to comply with the Work Health and Safety Act,
- co-operate with any reasonable policy or procedure of the College relating to health or safety, and
- report any injury, hazard, near miss or incidents and losses as soon as they are detected using the College's incident and accident reporting system.

### **Knowledge and Experience:**

Experience is required in:

- Working with students
- Qualification: Certificate III in Early Childhood and Education Care (or equivalent), Diploma in Early Childhood and Education Care (desirable).

### **Key Selection Criteria:**

1. Demonstrated high level interpersonal and communication skills with multiple stakeholders (eg students, teachers, parents).
2. Demonstrated experience in working with students (please indicate year levels where appropriate).
3. Demonstrated high level organisation, planning and time management skills. • Experience in supervision and/or behaviour management.
4. A demonstrated understanding of physical, social and emotional issues in providing care and support to students with disabilities.
5. A capacity and willingness to embrace the College's Learner Attributes is advantageous.
6. A capacity and willingness to develop an understanding and commitment towards lifelong learning.
7. A capacity and willingness to participate in professional learning opportunities across the College.
8. Demonstrated commitment to actively contribute to the College's safeguarding culture for children and young people, including an understanding of the College's policies in relation to Child Safety.

### **Conditions of Employment:**

1. General employment conditions, applying to all Early Learning Assistant staff at Scotch Oakburn College are established by the "*Scotch Oakburn College (College) Enterprise Agreement*" and the *National Employment Standards (NES)*.
2. Further employment conditions, including the College's policies and procedures, may be introduced and/or varied from time to time.
3. The College places a high priority on Workplace Health and Safety and as such, all employees must:
  - to the best of their experience and knowledge, provide risk management information, as requested by their manager;
  - make risk prevention a priority whilst undertaking daily tasks in the College's operations;
  - perform duties in a manner which is without an unacceptable level of risk to their own health and safety, other employees, students or the College community in general; and
  - report any illness, injury, hazard, near miss or incidents and losses as soon as they are detected to your supervisor and via the College's Incident and Accident reporting systems which are available on The Dash.

Pre-requisites for employment as an Early Learning Assistant with Scotch Oakburn College are:

1. Certificate III in Early Childhood and Education Care (or equivalent)
2. Working with Vulnerable People (Children) Registration
3. National Police Certificate (Schedule 1 Record)

4. Current first aid certificate HLTAID012 - Provide First Aid in an Education and Care Setting from a recognised training body. A copy of the qualification to the College prior to commencement.