



Application Guidelines

Positions: Full-time and Part-time positions available

Tenure: 48 weeks per year

Closing Date: 5pm Wednesday 15th December 2021

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 experienced Early Childhood Co-educators 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 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 Administrator - elc@immanuelps.sa.edu.au



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 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 School Staff Dinner/ Appreciation event
- 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. TRAINING AND KNOWLEDGE

Provide evidence of:

- ACECQA Approved Education and Care Qualification or working towards this.
- Current Working With Children Check.
- Responding to Risk of Harm, Abuse and Neglect Training.
- ACECQA Approved First Aid Training.
- Valuing Safe Communities training or willingness to complete upon appointment.

4. ACCOUNTABILITY

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

Mrs Katherine Baird (Assistant Principal/PYP Coordinator) is the immediate person of support for curriculum development.

Mrs Bec Clements (Principal)