



St Mary Magdalene's School

Elizabeth Grove

Position Information Document

POSITION TITLE:	EDUCATION SUPPORT OFFICER – PLAYGROUP/CRECHE
ESO GRADE:	3
ESO STREAM:	Early Childhood Education/OSHC Stream
EMPLOYMENT TYPE:	As per contract

Catholic Education South Australia (CESA) comprises over 100 schools, approximately 9,000 staff and more than 50,000 students across the Archdiocese of Adelaide and the Diocese of Port Pirie. Catholic schools and the Catholic Education Office (CEO) work in partnership with families, children, and young people to give life to the Living, Learning, Leading Framework and to successfully position CESA as the leading education system and an employer of choice.

Catholic Education South Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people. All CESA staff undergo screening to ensure they are fit to work with and protect children and young people. We uphold safeguarding values through thorough recruitment processes, ongoing training, support and supervision, and ensuring all staff are aware of safeguarding policies and procedures.

Position Overview

St Mary Magdalene's School Community Hub brings people together to learn, grow and share. It services a diverse community including First Nations people, refugee, and migrant families. Supporting these communities and helping instil a lifelong love of learning in children and parents is the cornerstone of our philosophy.

Under the direction of the Principal (or delegate), the Playgroup and Creche Co-Educator will apply knowledge, skills and demonstrated capacity to perform routine functions consistent with their training. Receiving little direct supervision and subject to occasional progress checks, the position will support the Community Hub Co-ordinator with planning, preparation and running of the playgroup and creche sessions.

Significant Working Relationships

- The Playgroup/Creche Educator is responsible to the Principal and Head of School through the Community Hub Coordinator.
- Parents and children

Key Responsibilities

Duties include, but are not limited to:

- With guidance and input from the Community Hub Co-ordinator, plan, develop, implement and evaluate developmentally appropriate programs and activities for children attending Playgroup.
- With little direct supervision and occasional checks from the Community Hub Co-ordinator, supervise a group of children undertaking practical play activities and seek support from nearby parents/caregivers as appropriate.
- Working with the Community Hub Co-ordinator set up and prepare equipment, materials and other resources in advance (as applicable) to enable planned playgroup activities to occur.
- Contribute to communications which are provided to parents/caregivers and other relevant parties (i.e. SPICE network).
- Ensure a safe environment is maintained for students and others consistent with schools and CESA policies, practices etc.
- Liaise with families and respond to general enquiries regarding their child/ren and their associated activities whilst accessing Playgroup and/or Creche, referring more involved enquiries to the Community Hub Co-ordinator.
- Responsible to the Community Hub Co-ordinator (as applicable) for the supervision of students on placement during weekly Playgroup sessions.
- Deal effectively and professionally in emergency or stressful situations and seek guidance from the Community Hub Coordinator to assist and support others as appropriate.
- Actively contribute to the development of strong team work skills and the creation of a supportive team environment.
- Actively and positively support and participate in Community Hub and broader school activities/events, staff/team meetings, required training and/or professional development and professional reviews.
- Undertake other duties as directed by the Principal (or delegate).

Person Specification

- Commit to upholding and actively contributing to the Catholic culture and ethos of the school.
- Demonstrated ability in working, supervising and communicating effectively with children and interacting in a positive, sensitive and respectful manner.
- Ability to work with low level of direct supervision, take direction on broader technical aspects and the work and apply solutions to a range of problems by analysing and planning to meet required outcome.
- Demonstrated ability to take significant initiative, to plan and analyse approaches to effectively support students wellbeing, social interaction and learning applicable to Playgroup and Creche.
- Excellent interpersonal skills contribute to positive interactions within the school community and with external parties, as required
- Effective time management and organisational skills and ability to prioritise tasks and meet timelines for required outcomes, taking responsibility for own outcomes.

- Proficient in using computer and applicable programs, and the ability to operate office and other ICT equipment.
- Demonstrated ability to maintain appropriate confidentiality.
- Ability to deal effectively with unexpected situation and/or emergencies.
- An active commitment to ongoing professional learning and development.

Role Specification

- Certificate IV level qualification in Education Support (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role. Prior experience working in an education environment is highly desirable.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the school.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
 - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
 - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
 - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.