



## POSITION DESCRIPTION

<b>Position Title</b>	<b>Early Childhood Additional Educator (Aide)</b>
<b>Industrial Instrument</b>	Mount Scopus Memorial College and Gandel Besen House School Assistant Staff Agreement
<b>Classification</b>	Grade 1
<b>Tenure</b>	Fixed Term Position
<b>Reports to</b>	ELC Coordinator
<b>Date Created</b>	21 September 2021

### About the Organisation

The College, which operates over three campuses in Melbourne, with more than 1,500 students from Early Learning to Year 12, is one of the most respected co-educational Jewish Day Schools in the world offering educationally enriching programs with dedicated staff and world class facilities.

The mission of Mount Scopus Memorial College is to provide each student with an education and an environment that

- promotes excellence in learning and academic achievement by means of inquiry and critical thinking and by creating a desire for lifelong learning
- develops the student's whole personality by offering a wide range of activities, inside and outside of the classroom
- provides Jewish learning, values and experiences, within a Modern Orthodox and Zionist framework, that enable each student to make an informed choice as to the meaning of their Jewish identity
- engenders values, knowledge and skills so that students can play their full part in their communities – as members of the College, as Jews, as Australians and as citizens of the world.

Mount Scopus Memorial College aims to provide a high-quality schooling to all students:

- that is free from discrimination based on gender, sexual orientation, health, disability, race and socioeconomic background;
- that is underpinned by respectful relationships between all members of the school community;
- that takes place in an environment that is supportive and engaging for all school community members.

The Learning Principles that guide our practice are:

- We learn in different ways, depending on abilities, preferences and interests.
- Learning takes place through inquiry: questioning, exploring, experimenting and problem solving.
- Learning includes acquisition of skills and knowledge, constructing meaning and transfer to different contexts.

- Learning is active and social and is enhanced by collaboration and interaction.
- Learners need to feel secure, valued and able to take risks.
- Learning needs to be challenging, meaningful, purposeful and engaging.
- Learning includes metacognition and reflection, which support learners to take ownership of their learning.

### **Position Purpose**

The purpose of an Early Childhood Additional Educator (Aide) at Mount Scopus Memorial College is to support the teaching team to fulfill all professional teaching and associated duties in accordance with the mission and policies of the College for classes as assigned.

### **Context and Position Overview**

This position operates under the The National Quality Framework (NQF), the National Law (Education and Care Services National Law Act 2010) and National Regulations. The approved framework that guides our practice is the Victorian Early Years Learning and Development Framework. Mount Scopus is a member of the **The International Baccalaureate® (IB) Primary Years Programme**.

### **The Role of the additional educator**

**The additional educator will facilitate learning guided by classroom teachers by:**

- Working cooperatively and professionally with students, teachers, leadership and Student Services
- Developing an understanding of the student's needs and individual learning plans
- Supporting the teacher in implementing strategies to support individual students' needs ( such as visual schedules and learning stories)
- Assisting students by implementing modified learning programs
- Implementing the necessary adjustments and modifications for the student to access learning based on guidance from the teachers, parents and specialists
- Assisting student/s to develop their skills in order to interact with their peers
- At all times working to promote the self-esteem of the student/s
- Assisting the student/s to improve their organisational and motor planning skills
- Maintaining records on student needs, accommodations provided and progress across a range of skills.
- Encouraging and supporting students to be independent in order that they do not become over-reliant on support
- Maintaining confidentiality at all times
- Attending meetings as required
- Providing one on one support where required
- Scaffold learning in small groups where required
- Scaffolding students to show care, empathy and respect to peers.

### **Interactions with children will**

- Ensure that the dignity and the rights of every child are maintained at all times.
- Ensure respectful relationships are developed and maintained with each child.
- Ensure interactions with children are warm and responsive.
- Build trusting relationships.
- Ensure each child is supported to feel safe and secure.

### **Learning, under the guidance from the classroom teacher will**

- Respond to children's interests by encouraging their questions and inquiries.
- Listen to children's learning conversations and document thinking and questions.
- Identify what children can do and consider ways to support their next little step.
- Support students during outside play.
- Support students in working collaboratively with others.
- Assist with one on one and small group learning

### **The essential behaviours of the additional educator will**

- Display professional conduct
- Display a positive image of the child.
- Follow directions and guidelines from classroom teachers, leadership and student services.
- Exhibit a growth mindset and support the implementation of goals set by professionals e.g. speech and occupational therapists.
- Ensure that actions adhere to the school's learning principles.
- Ensure parental concerns are immediately referred to the classroom teacher.
- Display a collaborative approach by being a part of the school community and show an awareness of what is happening, through email/meetings.
- Ensure the confidentiality of all colleagues, students, and families is upheld at all times
- Participate in tailored professional learning.
- Ensure that you inform teachers immediately if a parent raises a concern with you.
- Ensure that you refrain from offering educational evaluation or advice to parents of the College

### **The additional educator will ensure all relationships:**

- Convey mutual respect, equity and recognition of each other's strengths and skills.
- Are collaborative and respectful of all team members

### **Other responsibilities**

- Attending all in-service programmes and meetings as required.
- Attending and participating in team meetings when required to ensure all children's needs are met.

### **Curriculum**

- Ensures that the mission and objectives of the College are met by aligning professional practice with the College's pedagogy.

**Child Safety**

- Understands and applies the College Child Safety policies and procedures by identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting, including mandatory reporting and complying with all College policies governing the relationship between students and College staff
- Maintains the dignity and rights of all children at all times.

**Health and Safety**

- Safeguards and promotes children's health and safety, minimises risks and protects children from harm, injury and infection, as described in Quality Area 2 (Children's Health and Safety) of the National Quality Framework, National Law and regulations.
- Exercises a duty of care and complies with the College's Occupational Health and Safety policy and procedures by engaging in safe practices, providing a safe environment, undertaking risk assessments and reporting incidents.

**Prerequisites**

- Working with children check

This Position Description may be amended at any time following discussion between the Principal and the incumbent.

**EMPLOYEE ACKNOWLEDGMENT OF POSITION DESCRIPTION**

I have received a copy of the Position Description and have read, understood, and accept its contents.

**Signatures**

Employee Name	Signature	Date
Manager Name	Signature	Date