

Position title:	Early Learning and Play Coordinator
Employment status:	Permanent Part Time
Award classification:	Educational Services (Schools) General Staff Award 2020
Reports to:	Business Manager

POSITION PURPOSE

To assist in the coordination and delivery of high-quality early childhood instruction and vacation care in accordance with The Nature School’s educational philosophy and guiding principles.

KEY DUTIES & RESPONSIBILITIES

The Early Learning and Play Coordinator coordinates the delivery of Early Learning & Play Programs (ELP) which includes Early Years and Playgroup.

- Provide high level supervision of children in high-risk situations including play in/by bodies of water, tree climbing, lighting fires and exploration of wild bushland.
- Complete risk assessments for each site and coordinate dynamic risk assessments during the day.
- Ensure that the Service philosophy is reflected in daily practice and service goals are met.
- Attend to children’s additional needs/requirements – diet/allergies, developmental etc.
- Liaise with parents regarding their child.
- Coordinate the setup, pack up, organisation and maintenance of program equipment.
- Plan and document programs.
- Participate in the review of policies and procedures, and service documents.
- Coordinate and oversee daily staffing and provide support to colleagues.
- Identify and coordinate staff professional learning.
- Prioritise building strong community partnerships through communication and collaboration with families to meet the needs of all children attending TNS ELP.
- Review the financial position of each program with the Business Manager.

ESSENTIAL CRITERIA

1. Demonstrated passion and experience in delivering an innovative early childhood instruction program.
2. Demonstrated experience in documentation and program development.
3. Understanding or knowledge of delivering inclusive education that supports all learners, including children with additional needs.
4. Demonstrated ability and commitment to working collaboratively in a small team.
5. Good communication skills and the ability to appropriately converse with children, parents and other staff.

DESIRABLE CRITERIA

1. Experience in delivering outdoor education programs.
2. Experience in progressive or alternative approaches to early childhood programs.
3. Understanding of the conditions in working in a small, independent school environment.

SPECIAL CONDITIONS

- Ability to undertake physical activity including, but not limited to, walking, running, climbing etc (educators can spend up to 8 hours a day in the bush in all weather (e.g., heat, heavy rain)
- Preparedness to undertake any additional professional development to complement the position as may be required from time to time.
- An understanding that flexible working hours are required from time to time.

QUALIFICATIONS AND OTHER REQUIREMENTS

- Qualification as an Early Childhood educator (Certificate III, Diploma or working towards either) OR Early Childhood Teacher
- Current Working with Children Check (for paid employment)
- Current Senior First Aid accreditation special condition
- Child Protection Training
- A special skill or interest that will contribute to our program (eg, art, music, gardening, Indigenous knowledge, outdoor ed, special environmental interest, etc)

THE NATURE SCHOOL'S OVERARCHING PRINCIPLES

1. **TNS Objects:**
 - (a) To provide high quality education and care, and instruction, guided by pedagogies including nature-based, place-based and inquiry-led.
 - (b) To facilitate authentic learning experiences which engage children and their families.
Learning may be:
 - i. Intentionally designed and/or learner-led;
 - ii. Creative, hands on, experiential or play-based.
 - (c) To lay the foundations for a socially cohesive and sustainable future.
 - (d) To cultivate environments in which children flourish.
 - (e) To promote a deeper, more regular connection with nature.
 - (f) To minimize the organisation's environmental footprint through sustainable practices.
 - (g) To embed Aboriginal culture, languages and perspectives by connecting with the local Aboriginal community.
 - (h) To be a safe and inclusive community.
 - (i) To build a network which supports The Nature School to achieve its vision.

2. **TNS Vision**

A world where nature and learning create a sustainable future

3. **TNS Mission**

A community where children learn and shine through authentic experiences in nature to become engaged global citizens

4. **TNS Values**

- Connect: we value connected learning opportunities, connecting with our community, and connection with nature.
- Protect: we value childhood, protect the rights of children, and advocate for protection of the environment.
- Respect: we value self-respect, respect for others, and respect for the natural world.

ACCEPTANCE OF ROLE DESCRIPTION

I confirm acceptance of the position responsibilities as outlined above, as well as those required in *The Nature School Code of Conduct*. I commit to delivering the responsibilities of my role and upholding The Nature School's Overarching Principles.

Name of Staff Member: _____

Signature of Staff Member: _____

Date: _____