



## Early Childhood Assistant Educator (1.0 FTE)

The Knox School is an independent, non-denominational, co-educational school catering for students from Pre-Prep to Year 12. The Knox School consists of two sub-schools on one attractive campus in Wantirna South, Victoria.

**An exciting opportunity has arisen for an adaptable and innovative, diploma qualified Early Childhood Teacher to join our Early Learning Centre team. This is a full-time fixed-term contract position commencing 16 April until 11 December 2024.**

### About the position:

- Work flexibly with teachers across all rooms of the ELC, including assisting in rooms during break times of other ELC Teachers and Assistant Educators
- Contribute to the planning and implementation of the educational programme, using a technology-rich, integrated, inquiry-based approach
- Assist in the planning, preparation and delivery of a contemporary and comprehensive early childhood educational programme in collaboration with colleagues, that supports the ethos, values and strategic direction of the school.
- Share responsibility for the pastoral care and learning of each individual child in the class
- Create and maintain a positive learning environment, that actively engages children in the learning process through a play-based approach and the introduction of early Literacy and Numeracy concepts
- Use a variety of teaching strategies to cater for different learning styles, in consideration of the individual emotional, social, physical and intellectual needs of students
- Demonstrate best practice in provoking children's thinking through inquiry and embed practices that make learning visible to parents and the community
- Participate in the development, review and maintenance of policies, programs, curriculum, assessment and other relevant documents
- Engage in ongoing professional learning and latest research in best teaching practice.
- Develop and maintain relationships and open communication with parents, colleagues and students
- Assist with assessments to differentiate learning for students' individual emotional, social, physical, and intellectual needs, incorporating various teaching strategies to cater to different learning styles.
- Assist with maintaining thorough records for each child including assessment data and meetings
- Active engagement and participation in professional development activities
- Participate and contribute to meetings, as required
- The role reports to the Head of Junior School and works closely with the ELC Coordinator.

### About you:

- You are passionate about education, learning, the growth and development of individual students and care about their wellbeing. Within your sphere of influence, you aim to foster an environment where academic excellence, emotional growth, social connection and curious discovery are nurtured. You must support the School's vision and ethos and demonstrate the School Values of *Achievement, Responsibility, Respect, Resilience* and *Care and Empathy*. You will always be an excellent professional role model for our students. You will deliver the best possible education and support for each student in your care.

### **Working at The Knox School offers:**

- Personalised staff Professional Development Program
- Competitive salary, dependent on skillset and experience.
- Opportunities for mentoring and progression career development.
- Supportive and stimulating work and learning environment set amongst beautiful grounds.
- Onsite car parking.

### **The ideal candidate:**

Must:

- Hold a Diploma of Early Childhood Education or equivalent qualifications
- Demonstrate enthusiasm for, and commitment to Early Childhood students through a flexible and dynamic approach to teaching and learning.
- Have the ability to adapt to new and changing situations
- Be able to differentiate and personalise student learning, and use formative assessment as a means of improving student learning
- Participate in and contribute to the co-curricular and wellbeing programs within the school.
- Be adept utilising Information Communication Technology as a vital part of the learning process
- Display effective communication skills with students, staff and parents
- Demonstrate well-developed time management and organisational skills
- Hold a current Working with Children Clearance (WWCC)
- Have knowledge and understanding of the School's obligations in respect of Ministerial Order No. 1359, the Reportable Conduct Scheme, mandatory reporting, record keeping in relation to student safety and wellbeing, the failure to disclose and failure to protect offences (and any other information sharing and reporting obligations that may arise). Training will be provided.
- Have working knowledge of and be able to adhere to the School's policies and student safety practices, including those detailed in the Student Safety at The Knox School Handbook.
- Satisfactorily complete a values-based interview which will assess suitability to work with children and young people, and ensure that children and young people's rights are respected.

Will:

- Display a supportive and respectful attitude to children and their families and build positive connections with all members of the school community.
- Be professional, collaborative, flexible and adaptable.
- Exhibit superior organisational skills
- Hold, or be prepared to obtain a current Level 2 First Aid Qualification, including CPR, Anaphylaxis and Asthma Training. Training is provided by the school annually.

### **Commitment to Student Safety:**

The Knox School is committed to providing a student safe and friendly environment, where children and young people are safe, feel safe and are able to actively participate in decisions that affect their lives.

We have a zero tolerance for child abuse or reportable conduct and are committed to acting in our student's best interests and keeping them safe from harm.

The School regards its student protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a student safe culture.

For further information, please email [hr@knox.vic.edu.au](mailto:hr@knox.vic.edu.au). Conditions, including salary, will be discussed at interview with shortlisted candidates. **Written applications close at 5:00pm on Monday 18 March 2024** and will be reviewed on receipt.

Applicants are invited to submit their resume along with a cover letter by email to **Ms Jenny Lutz, HR Manager** [hr@knox.vic.edu.au](mailto:hr@knox.vic.edu.au). Resume must include recent teaching and accompanying experience and contact details of 3 referees.