



Applications are invited for the position of:

CSG Care Coordinator

- School Section:** Primary School, Early Learning Centre
- Reports to:** Head of Primary School through the Director of CGS Care
- Employment Basis:** Full-time Ongoing
 Part-time Non-ongoing
- Start Date:** 29 September 2017
- Applications close:** Friday, 15 September 2017 at 9:00am

About the School

Canberra Grammar School is an Independent Anglican School offering outstanding academic education, co-curricular opportunities and pastoral care to day and boarding students of all backgrounds and faiths within a community guided by Christian values.

The School is in the process of becoming [fully co-educational](#). It educates boys from Pre-School to Year 12 and is currently extending its offering to girls, who have been educated in the Primary School since 1975 and who will now be represented across the range of School life by 2020.

The School respects and nurtures all students as individuals, seeking to inspire, support and celebrate the efforts of all in realising their intellectual, spiritual, cultural, social and physical aspirations.

Building on the professional expertise of its staff, the commitment of its community and the resources of the nation's capital, Canberra Grammar School aims to be the most dynamic and distinctive centre of learning in Australia.

CGS is a vibrant and rewarding place in which to work. To find out more about our strong commitment to professional development, the employment process, or living in Canberra, please visit CGS.ACT.EDU.AU/EMPLOYMENT

Further information about the School is available at CGS.ACT.EDU.AU

The Role

Child Care Educators provide a warm and stimulating environment for young children attending CGS Care. In delivering childhood programs, they provide individual attention to children, and liaise with their families.



Duties

Under supervision, the incumbent undertake the following duties:

- be responsible for the preparation, implementation and evaluation of programs suited to the needs of individual children and groups under supervision of the Director
- be responsible for the planning and evaluating of excursions
- be responsible for reporting observations of individual children
- be responsible for the development, implementation and evaluation of daily routines
- be responsible for a group of children in care
- co-ordinate educator meeting on a regular basis
- co-ordinate, direct and supervise qualified and unqualified educators
- be responsive to each child and comfort as needed
- be responsible for the health and safety of the children in care
- liaise with families
- ensure records are maintained and up to date concerning children in care
- be responsible for the assessment of students on placement and workplace trainees
- assist in the revision and development of policies and procedures
- assist in planning and co-ordinating in-service training
- liaise with and report to the Director on a regular basis
- liaise with children's education and care assurance
- liaise with inclusion support
- attend regular professional development training

General Responsibilities

As an educator, the role-holder will be expected to:

- work in accordance with the licensing requirements under the National Quality Standards
- understand and work according to the School's policy
- be committed to professional excellence and on-going professional learning
- comply with the School's Code of Conduct and with the School's policy and regulatory requirements
- respect and uphold the School's Anglican values and ethos, while also respecting people of all backgrounds and faiths within the School community
- safeguard and promote the welfare of children.

Selection Specifications

The following attributes are essential:

- initiative and good judgement
- well-developed communication skills
- well-developed skills for working both as part of a team and under supervision and direction
- an interest and commitment to working with young children
- Diploma of Education and Care or a Certificate 3 in Education and Care and studying towards a Diploma in Education and Care or equivalent



The following attributes are desirable:

- sound understanding of the Early Years Learning Framework
- sound understanding of My Time Our Place Framework
- sound understanding of the National Quality Standards and regulations
- first aid certificate with anaphylaxis and asthma management training

The role holder must:

- comply with the School's Code of Conduct and with the School's policy and regulatory requirements
- respect and uphold the School's Anglican values and ethos, while also respecting people of all backgrounds and faiths within the School community
- maintain continuous Working with Vulnerable People registration under the *Working with Vulnerable People (Background Checking) Act 2011* (ACT).

Terms and Conditions

The role is a part-time, ongoing position 28.5 hours per week.

All employees of the School must be eligible to work with children in accordance with ACT Working with Vulnerable People checks.

Canberra Grammar School is a respondent to the *Independent Schools ACT Standards Model (Support Staff) Multi Enterprise Agreement 2017*. A copy of the Agreement is available from the Human Resources Manager.

Applications and Information

All applications must be submitted using the School's online application form, located on the job advertisement on [CGS.ACT.EDU.AU](https://cgs.act.edu.au)

For further information about employment at the School, please contact the Human Resources Office via:

- employment@cgs.act.edu.au
- +61 (2) 6260 9735
- The HR Office, Canberra Grammar School, 40 Monaro Crescent, Red Hill ACT 2603 Australia