



Position title: ELC Co-Educator
Reporting to: Director of ELC
Prepared: September 2026

Overview

Mentone Grammar sets the benchmark for outstanding coeducation from Kindergarten to Year 12. The School is open entry, drawing students from local Bayside and surrounding suburbs. Our renowned Together-Apart-Together model, supported by our campus structure, creates the ideal environment to support students at every age and stage, which has resulted in strong growth and a thriving coeducational community. Mentone Grammar is committed to empowering every student to find their own definition of Happy, Healthy and High Achieving.

Values

Caring – We look after ourselves, our friends, and our families. We support and encourage each other. We can care for everyone in some way.

Discipline – We form good habits to help us achieve high standards. We have high standards of social behaviour, dress, time management and work ethic.

Endeavour – We strive to do well even if it's hard work. We have the courage to stand up for what we believe in.

Integrity – We know what is right and wrong and act accordingly. People can rely on us to do what is right.

Resilience – Whatever bad times we go through we can bounce back again. We can seek help to "let go" of what is stopping us from being "ourselves".

Respect – We value other people and their thoughts and feelings. We listen to them, are truthful towards them and accept them as individuals.

Service – We work voluntarily to help others without expecting anything in return.

Primary Purpose of the Role

Reporting to the Director of Early Learning Centre (ELC), the ELC Co-Educator is responsible for supporting and implementing the curriculum consistent with the philosophy, policy and practice prescribed by the School.

This position works closely with kindergarten classroom teachers to implement the ELC program for children aged 3 to 5 years old. The incumbent of this position will engage the children in programs whilst maintaining a safe environment for all and maintaining the policy, beliefs, philosophy and practice prescribed by the school. The incumbent of this position will adhere to the regulations set out by the Victorian Government and work under the guidelines of the National Early Years Learning and Development Framework.

Main Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

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**Environment:**

- Ensure a comfortable room environment through control of heating / cooling, lighting and ventilation
- Maintaining the room in a neat and tidy order, clearing and cleaning down tables before and after morning tea and lunch or after craft activities
- Assisting in the general upkeep of the staff room
- Creating an effective and engaging environment for learning through functional and attractive displays, bulletin boards and interest areas
- Preparing and setting out of craft and art materials for the educational programs as per the classroom teacher's direction / program
- Ensuring that adequate resources are available for the activities which are being undertaken to the number of children working in or through the space
- Cleaning and preparation work should be done in a conscientious and timely manner so as to clear time for routine changes and other duties
- Take care of resources, facilities and report maintenance issues
- Use existing resources and, where possible, participate in the creation, development and evaluation of resources for the implementation of the curriculum
- Be available for room / material preparation prior to and at the conclusion of, the academic year

Communication:

- Communicating with staff, parents and children in a positive, professional manner
- Communication with teaching staff and other employees regarding information concerning the children's day (e.g. incidents, behaviors and achievements)
- Ensuring appropriate levels of interactions with children, parents and their representatives
- Maintaining confidentiality in regard to children/families
- Attend School meetings / Campus meetings and Professional Learning activities as required
- Ensure medication log is maintained and up to date

General:

- Arriving on time and in neat smart dress, ready to start work
- Assisting with ensuring the safety of the children and the environments in which they work
- Be sensitive to students experiencing personal, social or emotional problems
- Acting immediately to change behaviors which are deemed dangerous or personally hazardous
- Moving across the environments when the children do so i.e. move with the children as they move to outdoor spaces
- Meeting the conditions of School Code of Conduct
- Demonstrating initiative throughout the daily routine to support the classroom programs and the broader objectives of the school
- Assisting children with hygiene matters, toileting, illness and to carry out any duty in relation to this
- Including changing a child if they have had a toileting issue, cleaning up an area if a child has been sick and such related issues ensuring all due precaution are undertaken
- To work cooperatively with the ELC teacher, to implement the daily routine and programs
- Assisting in maintaining ratios as required by law
- Support school regulations and policies
- Any other tasks as directed by the Director of Early Learning Centre (ELC)

Training:

- Trained in all first aid matters and mandatory reporting
- Participate in ongoing professional learning and the process of professional review
- Hold current and up to date First Aid, CPR, Asthma, and Anaphylaxis qualification

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Other Duties

- Perform various other duties as requested by your manager and / or the School

Key Relationships

Director of ELC	Principal
Classroom Teachers and other Co-Educators	Students and Parents
Deputy Principal	

Experience, Knowledge, Skills and Personal Attributes

- Strong understanding of the Victorian Early Years Learning and Development Framework and the Code of Ethics
- Ability to connect with young children, showing compassion and understanding
- Brings positivity and energy to create an engaging learning environment
- Finds innovative ways to inspire curiosity and learning in young minds
- Works collaboratively with colleagues, families, and the wider community
- Polished communication skills with a high attention to detail

Qualifications

- Diploma in Early Childhood Development and/or Certificate III in Early Childhood Studies
- Current Employee Working With Children Check (WWCC)
- Hold current and up to date First Aid, CPR, Asthma, Anaphylaxis qualifications and Mandatory Reporting
- Willing to undergo a National Crime Check

Mentone Grammar Policies: Risk Management, Occupational Health and Safety and Child Safety

Staff are expected to:

- Adhere to and implement all working practices and procedures in accordance with Mentone Grammar School's Risk Management and Occupational Health and Safety Policies
- Monitor and take full care of health and safety of self and others within area of responsibility
- Participate, where required, in the resolution of safety issues
- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and Procedures

Child Safe Standards

Mentone Grammar has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse.

- Mentone Grammar (the School) is committed to protecting its students from all aspects of harm, and has established strategies, practices, policies, and procedures to uphold this public commitment.
- The School takes a zero-tolerance approach to any behaviours that jeopardise student safety and wellbeing (including child abuse and reportable conduct). The School regards its student safety responsibilities with the utmost importance and strives to deliver an educational curriculum that promotes the School's ethos, vision, and values of Caring, Respect, Integrity, Endeavour, Service, Discipline and Resilience.

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- All members of our Community must comply with Mentone Grammar's Student Safety and Protection Policy and Procedures and its associated policies. The policies were developed in accordance with Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and Boarding Premises.

Mentone Grammar Policies can be found at: www.mentonegrammar.net/policies

Disclaimer

The Principal reserves the right to modify the recruitment process based on the needs of Mentone Grammar. The purpose of this description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Mentone Grammar School reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.

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