



MLC

Methodist Ladies' College Position Description

Position:	MLC Kindle Associate (Twilight Coordinator)
Reports to:	Director of MLC Kindle
Department:	MLC Kindle
School:	MLC Junior School
Date:	October 2021

Primary Purpose

To assist in planning, preparing, implementing and evaluating a developmentally and culturally appropriate program for children aged from 6 weeks to five years, focusing on children who are age 36 months and younger. To communicate effectively with all school members to ensure high quality in every aspect of early learning at MLC.

Position in Context

Methodist Ladies' College is one of Australia's most respected and innovative schools, with over 2,000 students from our Early Learning Centre (MLC Kindle) to Year 12, including international students and boarders. MLC is a technology rich environment, teaching staff and students from Prep have their own iPads/notebook computers.

The Department of MLC Kindle consists of 17 full-time, 13 part-time and 10 casual staff members. MLC Kindle operates in conjunction with the Junior School and plays a pivotal role in welcoming families to the College. Facilitating meaningful curriculum is an essential component to offering high quality care and education in the early years.

Key Contacts

Direct Reports

MLC Kindle Associate relievers and visitors
Staff relievers
Students on practicum

Internal

Director, Team Leaders and Associates in MLC Kindle
MLC Kindle students
Junior School Staff
MLC Staff

External

Parents

Junior School Network and Resource Groups
DET
ACEQCA
Early Childhood Australia
Reggio Emilia Australia Information Exchange
FKA Children's Services Inc.
Gowrie Victoria
Other organisations as deemed relevant by the Director

Major Responsibilities/Duties

- To assist the Team Leader in ensuring all children's developmental needs and interests are addressed through high quality program/curriculum initiative based on the National Quality Framework and Standards and the Victorian Early Years Learning and Development Framework.
- To openly communicate with members in MLC Kindle and report any challenges to the Team Leader and when necessary to the Director.
- To establish open communication with all parents.
- To assist families to make a smooth transition into MLC Kindle.
- Under the guidance of the Team Leader support parents in their parenting role.
- To be aware of the welfare needs of colleagues and to support them in the program.
- To be aware of potential conflict and address this with the Team Leader.
- To engage in professional development and provide information exchange with your colleagues to maintain exemplary practice in Early Childhood education.
- Meet regularly with staff across the school to participate in extra curriculum experiences. E.g. Gymnastics, Music, Japanese and Library.
- Assisting in supervising, monitoring and evaluating relievers and students work performance in conjunction with the Team Leaders.
- To liaise with the Junior School Network and Resource groups, ECA, FKA, Gowrie Victoria, Reggio Emilia Australia Information Exchange and other organisations as deemed relevant by the Director.
- To work within a program budget in conjunction with the Team Leader.
- Take on extra tasks as allocated by the Team Leaders and the Director.
- Attend department staff meetings after hours once per term.

This position description outlines the major duties and responsibilities relevant to this role. This list is not exhaustive and it is expected that specific tasks and functions may change from time-to-time in line with the College's operational requirements.

Person Specification

Essential Criteria (skills, qualifications, knowledge and experience)

- Diploma in Children's Services or higher Early Childhood qualification
- A sound understanding and knowledge of Early Childhood Developmental principles and practice in education
- A sound understanding of the Reggio Emilia philosophy
- Administrative skills including time and workload management
- Excellent interpersonal skills and an ability to communicate effectively with children and adults.
- Leadership skills and high level of self-motivation
- Excellent computer skills including: MS Office, Outlook and internet
- Professional experience

- Adherence to all College policies and demonstration of behaviours in accordance with the Child Safe Standards.

MLC performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks.

MLC's commitment to child safety

MLC is committed to the safety, participation and empowerment of all children. All members of our community, including employees, contractors, agency staff and volunteers, have an important role in providing students with a safe and nurturing environment in which to prosper and thrive. MLC has zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures.

MLC is committed to preventing child abuse through identifying risks early, and removing and reducing these risks. We have robust human resources and recruitment practices, supported by regular training and development.

We support and respect all children, as well as all members of our community. We are committed to the cultural safety of Aboriginal students, the cultural safety of children from a culturally and/or linguistically diverse background, and to providing a safe environment for children with a disability.

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