



**Early Years and Primary School – Commencing January 2024  
Multiple Coeducator (SSO) Roles – (39 - 65 Hours/fortnight – negotiable)  
Position Information Pack**

## **About Ngutu College**

Ngutu College is an independent, not-for-profit, socially-just college based in Woodville North. Our learning design acknowledges and engages the individuality of children and young people in an experiential environment in which Aboriginal knowledges are integrated with the curriculum. In 2024 we will offer Kindergarten to Year 10, growing to Year 12 by 2026.

At Ngutu we provide options and opportunities for children and young people to achieve success through positive academic, vocational and community outcomes. Ngutu College operates with Aboriginal Cultures as its 'soul', young people as its 'heart' and the Arts as its 'spine'.

### **Vision**

To redesign schooling to be genuinely equitable, culturally informed and authentically child-centred.

### **Mission**

Ngutu College will be a model for the seamless integration of Aboriginal knowledges and formal curriculum in experiential learning environments. Ngutu College will be a socially-just, non-denominational, independent redesign of schooling. It will provide a holistic, child-centred and experiential educational environment. Learning programs will acknowledge and engage the individuality of all children. A diversity of opportunities for K-12 children and young people will create options and strengthened pathways for achieving academic, vocational and community outcomes. Ngutu College will achieve this in collaboration with Kurna Elders and community leaders.

For more information about Ngutu College, please visit [www.ngutucollege.org.au](http://www.ngutucollege.org.au) and our Facebook page.



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## **Position Objectives & Responsibilities**

Ngutu College is seeking to fill multiple Co-educator (SSO) positions in the Early Years (Kindergarten and Reception) and Primary (Year 4-6), commencing in January 2024. These roles will provide support to children, with a focus on individuals' wellbeing and learning outcomes. This work will occur within a whole of class setting, in small groups and with one-to-one support. Co-educators at Ngutu are vital to achieving our Mission and focus on diversity, inclusion and equity for all.

A significant part of the role will be working alongside Educators to support children's learning outcomes and engagement with the College. This is likely to be working closely alongside an educator with one group of children. As such, we are particularly seeking applicants who have strong interpersonal skills and can work in a highly collaborative manner.

This role will provide support to children with a diversity of needs and adjustments, working to engage and facilitate learning that contributes to children achieving their individual goals. Patience and flexibility are needed to meet individuals at their current point of development, as is persistence to ensure continual growth. The ability to see all children as competent and capable is a must.

There may be the opportunity for the successful applicant to bring a personal interest, talent or passion, and share this in working to engage small groups of children. You will find the College is a highly supportive learning community, and you will be working as part of a dedicated and focused staff team that values lifelong learning.

These positions will work in a highly collegiate way, with Educators and other Co-educators under the guidance of a Lead Educator and Head of Junior Campus. In all matters concerning their employment, employees are ultimately responsible to the Head of College, acting on behalf of the Ngutu College Board. The College reserves the right to alter roles and responsibilities requirements as required.



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## Position Description

The duties of this role include, but are not limited to, the following:

Role specific responsibilities	<ul style="list-style-type: none"> <li>• Bring you passion, love of learning and energy to the learning spaces.</li> <li>• Foster positive relationships with learners that reflect the need of children to be both challenged and supported.</li> <li>• Work alongside educators to carry out the agreed plan, timetable and learning opportunities required by individual and small groups of children.</li> <li>• Engage with groups of children at break times, facilitating play, developing social skills and assisting in navigating interpersonal interactions.</li> <li>• Apply your own gained knowledge of children to work more accurately and successfully with an individual/s.</li> <li>• Work with a level of individual discretion to respond appropriately, in the moment to a child’s needs.</li> </ul>
Staff responsibilities – as they are relevant to this role	<ul style="list-style-type: none"> <li>• Develop and foster strong relationships.</li> <li>• Support colleagues and invest in building a strong staff culture.</li> <li>• Work to a high level of professionalism and excellence.</li> <li>• Actively contribute to team meetings</li> <li>• Demonstrate attributes of a learner, particularly in relation to cultural understanding.</li> <li>• Act to safeguard the safety and wellbeing of all children and young people.</li> <li>• Maintain records and documentation.</li> <li>• Undertake to live up to the Ngutu College staff code of conduct.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Other duties as required by the Head of College and their nominees.</li> </ul>



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## **Selection Criteria**

### **Role specific criteria**

- Understanding of the diversity of needs that can exist within learning environments and has an adaptability and skillset to meet these needs.
- Experience working with the relevant role's age groups and an ability to articulate their development needs.
- Has strategies for building relationships with learners and families.
- Explains how the role can foster and mentor children, allowing the child to lead the learning.
- Demonstrated ability to follow the lead of others in collegiate relationships, but to also exercise initiative to achieve agreed goals.
- Experience working to reduce the barriers to engagement that exist for some learners, with a skillset that helps to reduce these and foster a sense of belonging.

### **Ngutu College staff criteria**

- Support for the College's philosophies, vision, mission and values.
- Strong understanding of diversity and ability to respond to a wide range of individual needs.
- Willingness to push boundaries, explore new approaches and engage in critical dialogue.
- Active interest in the general life of the College – supporting policies, procedures, aims and objectives to facilitate a high quality of educational outcome and smooth running of the College.
- Demonstrated commitment to child safety principles and fostering secure environments for children and young people.

### **Personal qualities**

- Conduct is highly professional, respectful and service oriented.
- Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.
- High degree of discretion, initiative and personal organisation.

### **Essential criteria**

- Working with Children Check
- Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate
- First Aid Certificate (or willingness to complete)



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## Appointment Conditions

<b>Position Level</b>	Based on experience or equivalent tier
<b>Salary Range (Full time)</b>	\$58,080 - \$62,661
<b>Employment Type</b>	Contract
<b>Employment Term</b>	January 2024 – January 2025 <b>Terms for both positions may be extended by mutual agreement.</b>
<b>Hours per Fortnight</b>	65

Some work outside of these hours may be required. All positions are subject to a probationary period, to be defined as six months in accordance with the Fair Work Act 2009 (Cth).

## Application

To make a confidential enquiry about the position, please contact Sean Carey, Head of Junior Campus, on [Sean.Carey@ngutucollege.org.au](mailto:Sean.Carey@ngutucollege.org.au). **All applications must be uploaded to Seek. To apply, upload a cover letter that fully addresses the above selection criteria and a current CV.** Before submitting your application please ensure:

- You meet the essential criteria.
- You have carefully reviewed this position information pack and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- You have clearly indicated the position/s that you wish to be considered for, either the **Early Years (Kindy/Reception)** role and/or **Primary (Year 4-6)** role.
- You have clearly indicated your **preferred hours per fortnight** (39 – 65, negotiable).
- Your cover letter is the College's first opportunity to assess your suitability. This should provide insight into what you have achieved AND who you are as an educator.
- That you have specifically addressed each of the Selection Criteria in your cover letter.
- Your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.
- You will need to include at least two referees at the end of your CV. Please provide referees names and current positions.

**Applications, cover letters and resumes for this position will only be accepted on Seek.**  
**Applications for this position close: Sunday 19 November 2023, 11pm.**