



**H A I L E Y B U R Y**  
BERWICK BRIGHTON KEYSBOROUGH

## Position Description

### **Early Learning Centre Assistant**

#### **Berwick**

Haileybury is one of Melbourne's leading independent schools with campuses at Brighton, Berwick and Keysborough. Acclaimed for its outstanding academic achievements, broad range of co-curricular activities, and state-of-the-art facilities, Haileybury is one of the most highly respected schools in Australia. Applicants should familiarise themselves with Haileybury through this website.

Haileybury Berwick is set in beautiful and spacious grounds at Berwick. The campus caters for approximately 650 students from Kindergarten to Year 11 and next year will provide Year 12. Haileybury has developed parallel education throughout the school, which sees co-instructional classes run from the Early Learning Centre until Year 4. From Years 5 to 12, boys and girls attend separate schools on the same campus. In certain studies, where a clear advantage exists for young men and women to learn together, co-instructional classes will occur.

**Berwick is currently seeking a full-time Early Learning Centre Assistant commencing 1 January 2010.**

The Early Learning Centre Assistant is responsible through the Head of Early Learning Centre to the Head of Berwick for supporting and assisting the Haileybury Early Learning Centre Teachers with:

- Qualification needed is Certificate III of Children's Services or completion of same course before 2012 required
- Planning and implementation of the Indoor Program
- Planning and implementation of the Outdoor Program
- Pastoral Care of students

The skills required for the position of Early Learning Centre Assistant include:

- Excellent interpersonal skills
- Experience within the Early Childhood field
- Broad understanding of Early Childhood development
- Innovation and flexibility in delivering to individual students within their learning environments
- Familiarity with the use of information and learning technology in teaching
- Ability to work as a conscientious team member

Staff at Haileybury are expected to be involved in the School's co-curricular program and the position may involve work during some evenings. The successful candidate will be expected to support the vision and ethos of the School.

For more information, please phone Mr John Fleming, Head of Berwick, on (03) 8768 2300.

Applications should be forwarded by close of business on Monday, 9 November 2009 to:

Mr John Fleming  
Head of Berwick  
Haileybury  
138 High Street  
Berwick, Vic 3806

Or

[john.fleming@haileybury.vic.edu.au](mailto:john.fleming@haileybury.vic.edu.au)

Applicants from linguistically and culturally diverse backgrounds are also encouraged to apply.

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