



JOB DESCRIPTION

EARLY YEARS COORDINATOR

Employment Conditions	Fulltime, ongoing subject to successful completion of 6 month probation period.
	In accordance with the St Mary's Anglican Girls' School Enterprise Agreement
Reports to	Head of Junior School
Last Revised	August 2025

Our overarching purpose is **to engage hearts and ignite curious minds.**
Our intent is to enable staff to flourish in a supportive and inspirational environment that encourages personal and professional growth.

OUR PURPOSE: To engage hearts and ignite curious minds.

OUR VALUES: • Courage • Respect • Aspiration • Compassion • Integrity

Proud of our legacy of academic excellence, St Mary's is grounded in Anglican faith and a strong sense of community. At St Mary's, every student is supported by passionate, experienced staff who bring out the best in each girl within our inclusive and nurturing environment.

The Junior School is committed to developing a love of learning in all our students through a rich and engaging curriculum, and strive to ensure that every girl's educational needs are met through targeted learning experiences.

RESPONSIBILITIES

Early Years Coordinator Role (0.20 FTE)

- Lead the Early Years team in ensuring learning experiences are based on programs founded on the Science of Learning and plan and implement literacy programs which are designed based on the Science of Reading
- Lead in the development and implementation of the necessary systems to ensure alignment with the National Quality Standards for Early Childhood Education and Care and the Early Years Learning Framework.
- Implement a variety of approaches to Early Childhood Learning, curriculum, programming, and planning which contributes to a safe, holistic, and nurturing ELC environment.
- Work with the Deputy Head of Curriculum in the creation and monitoring of a scope and sequence document demonstrating high quality, play based early childhood programs that balance play based, child-directed learning with teacher-initiated projects and investigations for the Early Years.
- Work with the Deputy Head of Pastoral Care on wellbeing programs in the Early Years.
- Manage and facilitate the successful operation of the Out of School Hours program.
- Attend fortnightly Teaching and Learning meetings with each Early Years year group teaching team, with Coordinator of Teaching and Learning and Deputy Head of Curriculum.
- Promote excellence and cater for the needs of students to be both challenged and supported. Promote a cohesive Early Years teaching team.

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Teaching Role (Early Years Teacher 0.80 FTE)

- Develop meaningful learning opportunities that are inclusive and engaging for each child so that individual learning plans and outcomes are achieved.
- Establish and maintain a learning environment both indoors and outdoors that is stimulating and provides a wide range of resources and materials that the children utilise to develop individual and group projects.
- Plan and implement coherent, well sequenced teaching and learning programs that engage students and maximise learning.
- Use a range of teaching strategies to deliver quality teaching programs that are responsive to the learning strengths and needs of students.
- Manage, plan and run the St Mary's Play Group weekly program, engaging with carers and playgroup attendees.
- Display extensive planning incorporating Learning Assets across all areas of the curriculum.
- Develop, select, and use informal and formal, formative and summative assessment strategies to assess student learning.
- Prepare and deliver timely and targeted feedback and reports to students and parents.
- Provide a high level of pastoral care for students in the Junior School.
- Foster the development of positive relationships with students and the Junior School community.
- Actively participate in pastoral care and wellbeing programs and other cocurricular activities. Some cocurricular activities will occur outside normal school hours.
- Communicate with students, colleagues and parents/guardians in a respectful, clear, caring and professional manner.

Other duties

- Participate in school functions as needed, including Speech Night, Orientation evenings and Parent Teacher evenings.
- Carry out supervisory duties as required.
- Engage in professional reading and development as part of an expectation of continual professional learning.
- Participate in department meetings and whole staff meetings. Some of these may occur outside of normal school hours.
- Other duties as may be required.

The above is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

EDUCATION, EXPERIENCE, SKILLS AND PERSONAL QUALITIES

Education/Qualifications

Essential

- Bachelor of Early Childhood, Degree or an ACECQA approved equivalent qualification.
- Registration with the Teacher Registration Board of Western Australia.

Desirable

- Masters or equivalent in the field of Early Childhood Education.

EARLY YEARS COORDINATOR

Experience and Skills

Essential

- Possess an extensive working knowledge and understanding of the Western Australian Curriculum and EYLF.
- Knowledge of current educational research and what constitutes best practice in education.
- Excellent communication and interpersonal skills with families, children, and staff members.
- Able to foster and inspire different approaches to stimulate a love of learning.
- Ability to provide a stimulating learning environment, effective teaching and exemplary assessment practices.
- Familiarity with ICT and the use of technology in the classroom.
- Excellent organisational and time management skills.
- Commitment to teamwork and the ability to work collaboratively as part of a team.
- Ability to successfully manage a number of diverse tasks in a busy school environment.
- Ability to maintain a high level of resilience and emotional agility.
- With personal responsibility and through collaboration and teamwork, be able to successfully navigate and manage change.
- Be able to use your personal and problem-solving skills to manage and work collaboratively through conflict, to resolution.

Personal Qualities

Essential

- Ability to communicate positively and effectively with all members of the School community.
- A commitment to ongoing professional learning and the desire to be part of a dynamic educational team.
- Participation in cocurricular activities.
- Good sense of humour with a positive outlook.

WORKING RELATIONSHIPS

Internal

Principal
Head of Junior School
Executive staff
Deputy Head of Junior School (Curriculum)
Deputy Head of Junior School (Pastoral Care)
Coordinator of Teaching and Learning and ACE
Teaching and Administrative staff
Students

External

Parents, guardians or relatives of students

OUR COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

St Mary's Anglican Girls' School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with the St Mary's Child Safe Policies and Codes of Conduct. A valid Working with Children Card and National Police Clearance are required for all employees at St Mary's Anglican Girls' School.

St Mary's is an Anglican school and applicants should be able to demonstrate empathy with and support for the School's Christian values.

St Mary's is a non-smoking campus and all staff are expected to adhere to this.