

Position Description

OSHC Lead Educator



WHO ARE WE

We are a team of committed educators who fundamentally believe that each child is unique and created in God's image. Together, with our students, parents, and local churches and businesses, we are creating a learning community that authentically seeks to see each student flourish and grow in their own individual gifts, abilities, and passions. With Christ at the helm, we aim to provide quality, Christ-centred education as a foundation for life. Our practices are rooted in the belief that students learn best when they feel safe and loved, and are genuinely engaged and challenged by purposeful, creative, differentiated opportunities to learn about themselves and the impact they can make in the world they live in.

VISION

Together, creating an authentic learning community where students and staff flourish with Christ at the helm.

MISSION

To provide quality Christian Education, strong foundations for life and learning.

ROLE DESCRIPTION

The OSHC Lead Educator is responsible for planning, implementing, and evaluating quality programs for children from 5-12 years. You will actively support the provision of quality Out of School Hours Care (Before and After School Care) that meets the individual and group needs of the children.

ACCOUNTABILITY

The OSHC Lead Educator will be accountable to the Nominated Supervisor, Executive Leaders, and, ultimately, the Principal.

KEY INTERNAL RELATIONSHIPS

- Early Learning Community Staff
- Primary Learning Community Staff
- Students
- Parents/Carers

KEY EXTERNAL RELATIONSHIPS

- Professional and educational associations and networks
- Local businesses and organisations related to your subject

QUALIFICATIONS

- Diploma of Children's Services or equivalent qualification approved by licensing authorities, or enrolled and actively studying an approved qualification

- Current First Aid, CPR, Asthma & Anaphylaxis recognised ACECQA qualification
- Demonstrated experience working within groups of school aged children (ages 5-12)
- Must hold a 'Paid' Working with Children Bluecard
- Driver's licence
- Maintain full vaccination status for COVID-19

FAITH-BASED ATTRIBUTES

- Committed Christian with current church involvement
- Ascribes to the Statement of Faith and College values
- A high standard of personal conduct and an outworking of spiritual fruit

KNOWLEDGE

- Sound literacy and numeracy competencies

SKILLS

- Technological proficiency
- Verbal and written communication
- Organisation and initiative
- Time management
- Attention to detail and accuracy

PERSONAL CHARACTERISTICS

- Understanding, kind, and considerate
- Passionate about helping to improve student's learning outcome
- Professional, positive, and friendly manner
- Ability and desire to learn and develop professionally, personally, and spiritually
- Integrity and trust
- Teamwork and reliability

PHYSICAL REQUIREMENTS

- Sufficient vision to read printed material, see distant objects with clarity, and identify and distinguish objects
- Sufficient hearing to hear conversations in person and on the telephone and hear sounds clearly up to 6 metres
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone and in addressing groups
- Ability to exert up to 10 kg of force to lift, carry, push, pull, or otherwise move objects
- This type of work requires frequent standing, walking, sitting, bending, and reaching for extended periods of time
- Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects, operate mechanical office and classroom equipment, and move about the work area
- Employees in this classification may be subject to work environments that have exposure to weather or interiors with extremes of heat and/or cold, wet and/or humid conditions, moderate noise levels, and various work-related hazards

PSYCHOLOGICAL REQUIREMENTS

- Handle stressful situations calmly and effectively
- Anger management and conflict resolution
- High level of emotional resilience
- Demonstrate strong social skills and relatability

KEY ACCOUNTABILITIES

Delivery of quality Out of School Hours Care

Develop, implement and evaluate the daily routines and programs ensuring that:

- The safety, security and well-being of the children is protected
- The service attains and maintains National Quality Standards and accreditation
- Appropriate service policies and procedures are in place and followed
- The program reflects the multi-cultural diversity of the community
- Confidentiality is respected and maintained
- Food of appropriate nutritional value and variety is provided and food preparation and storage and hygiene standards are observed
- There is appropriate storage and labelling for all potentially hazardous substances

Management and leadership of staff

- Induct staff and volunteers as delegated by the operator
- Organise staff rosters daily
- Ensure adequate child:staff ratios in accordance with the Education and Care Services National Regulations at all times
- Supervise and provide leadership to staff
- Facilitate regular staff meetings (monthly or no less than bi-monthly recommended)
- Develop staff awareness of accountability requirements and legal liability regarding duty of care to children
- Ensure that adequate supervision and direction is provided for students on placement at the service and volunteers within the service
- Ensure that all staff are actively involved in achieving, as a minimum, the satisfactory level in the National Quality Standards and Education Care and Services Regulations

Financial management and administration

- Ensure that accurate and complete records of each child's enrolment, attendance, illness, accident reports, observations, and any other records as required by the authorities are kept and maintained
- Always ensure confidentiality of these records
- Manage the daily functions of the service, including but not limited to
 - Liaison with appropriate school staff regarding the OSHC facilities and resources
 - Purchase of materials and equipment
 - Maintenance of equipment and materials
 - Food purchasing and preparation
 - Provision of information to families about their children when requested or appropriate
 - Assist with completion of census forms, surveys, and required information
 - Assist with the preparation of the service's annual budget

- Understanding and awareness of Occupational Health, Safety and Welfare responsibilities

Planning and evaluation

- Undertake regular evaluation of the program
- Ensure that the service is operating and meeting the needs of families and the community, maintaining effective and positive relationships with all stakeholders
- Monitor the implementation and outcomes of the service's policies and recommend changes as required, while keeping families informed of any changes to policies
- Undertake risk management of programs and procedures to address legal / statutory requirements (this is particularly relevant to vacation care excursions)

Other

- Adhere to all College Management Policies
- Carry out all duties in a competent and professional manner
- Abide by the College Staff dress code
- Adhere to and implement all safe work practices and procedures in accordance with College policies
- Follow Workplace, Health and Safety procedures
- Perform other reasonable duties as directed by your supervisor or executive member