

Position Description

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| Position | OSHC – Educator |
| Purpose of position | To assist in providing a high quality, safe, caring school-aged care program within a Christian environment that fosters and supports the learning journey of each child and meets the legislative compliance and reporting requirements. |
| Position type | Corporate |
| Related positions: | |
| Primarily reports to | OSHC Service Leader |
| Key stakeholder(s) | Responsible to the Head of Primary |
| Direct people manager for | NA |

Position deliverables

Key focus area: OSHC Service Delivery

Responsibilities

- Work collaboratively as a member of a team and Queensland Lutheran Early Childhood Services (QLECS) to maintain the highest possible standards of education and care.
- Facilitate positive and respectful relationships with all children.
- Support effective and appropriate behaviour guidance techniques and strategies.
- Assist and implement the planned program by contributing ideas, craft and physical activities for all sessions.
- Work as an enthusiastic and caring member of a team by providing high quality care.
- Treat all individuals involved (children, parents and staff members) with care, dignity and respect to ensure the service is presented in a professional manner.
- Attend regular staff, network and training meetings as directed.
- Join in with activities which children engage in.
- Implement planning, organisational decision making and problem-solving skills with the ability to improvise as situations change.
- Support team building and promote a positive Service culture.
- Undertake responsibility for the preparation, cleaning up, packing away and storage of materials used during each session.
- Maintain a high standard of cleanliness/hygiene when preparing/serving food and cleaning up the kitchen.
- Ensure the security of the centre by locking up before leaving at the end of each day and complete safety check lists at the beginning and/or end of each day.

Key focus area: Delivery of Quality Care and Children's Programs

Responsibilities

- Support the Services Leader and other staff in delivering high-quality school care programs using relevant frameworks, maintaining all documentation required to support the children's learning and development.
- Follow St Peter's OSHC Indooroopilly Inclusion Practices in relation to children with additional needs along with all other children's individual needs and interests.
- Assist in the OSHS policy and process improvement activities.

Position Description

Position **OSHC – Educator**

Key focus area: Community Involvement and Communication

Responsibilities

- Assist in the development and maintenance of effective relationships and partnerships with families and key stakeholders by encouraging involvement in the Service's program.
- Support the development and maintenance of effective community relationships and partnerships being aware of and responding to the diverse community needs.
- Provide input into regular communications with families.
- Treat all individuals with care, dignity and respect and ensure that the service is presented in a professional manner.

Key focus area: Compliance and Reporting

Responsibilities

- Assist to monitor and maintain Service practices consistent with all legislative requirements.
- Adhere to and comply with all National Quality Standards, Government Regulations, Legislation Standards and requirements at all times, and assist in completing and maintaining all necessary forms or returns.
- Implement the Service's policies and procedures at all times.
- Attend staff meetings, conferences and training sessions as directed by OSHC Service Leader.
- To be committed to working within our Philosophy and Goals.
- Provide a quality service in accordance with St Peters Lutheran College OSHC Indooroopilly Policies and Procedures.
- To work as an enthusiastic and caring member of the team who shares the vision.

Key focus area: General responsibilities

Responsibilities

- Take the care to protect their own health and safety and that of their fellow workers.
 - Wear and/or use all necessary protective clothing and equipment issued to protect the health and safety of themselves and fellow workers.
 - Under no circumstances operate vehicles, plant or equipment while under the influence of alcohol, drugs or any other dangerous substance.
 - Report OHS systems non-conformance to attention of direct OSHC Service Leader for review with the Head of Primary.
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Position OSHC – Educator

Key focus area: All employees are responsible for contributing to the College’s strategic and operational outcomes and upholding standards of behaviour

Responsibilities

- Respect and uphold our Mission of “Excellence in Christian Co-Education” and our Christian Ethos
 - Demonstrates respect and integration of Christian Ethos as appropriate to the position requirements and completes accreditation (Pathways) if and as required
 - Demonstrates four professional behaviours of trust, accountability, unconditional positive regard, open feedback and communication
- Uphold Code of Conduct and Valuing Safe Communities standards
- Health and Safety:
 - take reasonable measures to protect their own health and safety and others
 - follow all reasonable Health and Safety policies, guidelines and directions
 - if in a leadership position, additional accountability for operational management of safe work practices in their area. Includes making appropriate resources, information and training available to their team members.
- Understand and uphold standards in policies and other reasonable directions as directed
- Comply with any directions noted in the employment contract and/or Lutheran Schools Single Enterprise Agreement
- Actively and effectively participates in reasonable directions provided

Selection Criteria

These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate. It is inclusive of essential knowledge, skills, experience and behavioural competencies.

SC1 – Qualifications and Experience

- A qualified degree under the ACEQUA guidelines or childcare qualifications are preferred but not necessary
- Previous experience working in Outside School Hours Care Sector or in similar role and context is looked upon favourably

SC2 - Knowledge, Skills and Abilities

- Knowledge, skills and ability to work with children from 5 – 14 years of age, with an awareness of children’s developmental needs
- Ability to acquire and demonstrate knowledge of the National Quality Standard, National Framework and OSHC Curriculum – “My Time Our Place”.
- Commitment to and understanding of Occupational Health & Safety and Anti-Discriminatory practices.
- Effective computer and IT skills, including the use of software, with assistance of other staff.
- Ability to access necessary resources and to plan activities, which are age appropriate.

SC3 - Behavioural Capabilities

- Ability to assist families in a sensitive, supportive and professional manner
- Demonstrate the ability to work with others both individually and as a team member.
- Demonstrate abilities of reliability, tact, confidentiality and discretion.
- A demonstrated ability to interact positively with children, while showing initiative and flexibility.

Position Description

Position OSHC – Educator

- Ability to cope effectively in emergency or stressful situations.
- Have a standard of behaviour and dress, which is consistent with our Philosophy and Goals.
- Effective time management with a positive outlook.
- A standard of behaviour and dress, which is consistent with our Philosophy and Goals.

All employees

SC-E1 - Personal capabilities

- Demonstrated ability to exemplify care, dignity and respect, delivered through high personal accountability for professional workplace conduct
- Demonstrated commitment to reach their own potential (Plus Ultra) and in manner that aligns with the College's strategic and operational objectives and values.

SC-E2 – Christian Ethos

- An understanding of respect and demonstrable support for the College's Christian ethos.

General Requirements

Compliance Requirements

Right to Work in Australia
Current Blue card prior to commencement
Current First Aid, CPR and Asthma/Anaphylaxis Certificates

Terms and conditions

Enterprise Agreement Classification: Children Services Award – Children Services Employee

Working arrangement: Casual

Casual Hours: Monday to Friday – between 6:45 am to 6:00 pm

Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement.

Location:

St Peters Lutheran College
66 Harts Road, Indooroopilly QLD 4068
All employees may be required to travel to different locations to fulfil the requirements of their position.

Effective as at: 31 March 2022