

Position Description

Position	OSHC – Educational Leader
Purpose of position	<p>The Educational Leader will:</p> <ul style="list-style-type: none">• Collaborate with the Service Leader to lead the development and implementation of an effective educational program.• Collaborate with Educators and provide curriculum direction and guidance.• Support and mentor Educators to effectively implement the cycle of planning to enhance programs and practices.• Ensure that children’s learning and development are guided by the learning outcomes of the approved learning frameworks and the Service’s Philosophy and Goals.• Contribute to the Quality Improvement Plan
Position type	Corporate
Related positions:	
Primarily reports to	OSHC Service Leader
Key stakeholder(s)	<p>Responsible to the Head of Primary and Children Service Manager (CSM)</p> <p>The Lutheran Church of Australia Queensland District (LCAQD) is the Approved Provider for all Lutheran Early Childhood and School Aged Care Services in Queensland. QLECS manages the obligations of the Approved Provider (holds the Approved Provider’s delegated authority) and acts on behalf of the Approved Provider to mitigate risk for and to the Church. QLECS works to promote best practice and quality within each Service. Each Service provides opportunity for ministry and mission for the Church – an outreach for the local Congregation, School/College and QLECS.</p> <p>The Educational Leader shall abide by the constitution and by-laws of the College, LCAQD and QLECS, accept the policies and objectives determined by the College, as well as QLECS Council and QLECS Branch and be consistent with principles of good practice in development and maintenance of professional relationships.</p> <p>The incumbent will be expected to conduct their work in an atmosphere of Christian service in support of the Lutheran ethos, maintaining and implementing the mission and vision of the Service, the College, and QLECS.</p>
Direct people manager for	NA

Position deliverables

Key focus area: OSHC Service Delivery

Responsibilities

- Work collaboratively with the Service Leader in the development and implementation of effective educational program and assessment and planning cycle in the service, taking input from children, families, educators, and other stakeholders (including from the Lutheran Church of Australia Queensland District as the Service’s Approved Provider and/or its delegated authority).
- Ensure that children’s learning and development are guided by the learning outcomes of the Framework for School Age Care and the Service’s philosophy and goals.
- Support educators to effectively implement the cycle of planning to enhance programs and practices.

Position OSHC – Educational Leader

- Guide educators' pedagogy and professional practice including the implementation of effective and appropriate behaviour guidance techniques and strategies.
- Facilitate and support educators to build and nurture secure respectful relationships with children and families.
- Mentor and support educators' understanding of educational program and practice including implementation of best practice and intentional teaching, assisting children's learning through play and leisure, routines and transitions, as well as developing meaningful documentation.
- Commitment to inclusive practice and support educators to implement inclusive educational program.
- Implement planning, organisational decision making and problem-solving skills with the ability to improvise as situations change.
- Support team building and promote a positive culture at the Service.
- Be consistent with principles of good practice in development and maintenance of professional relationships.

Key focus area: Law, Regulations and Standards

Responsibilities

Legislation

- Know, understand and have experience working with the National Quality Framework (NQF) and its national law system, including the various roles and responsibilities under the NQF.
- Assist to monitor and maintain Service practices consistent with all legislative requirements.

National Quality Standard

- Build community knowledge and understanding of the National Quality Framework.
- Work collaboratively with the Service Leader and/or leadership team to support a culture of continuous improvement in the service – develop a shared commitment to continuous improvement among all stakeholders.
- Actively participate in the Service's Continuous Improvement processes including self-assessment against the NQS and critical reflection of Service practices.
- Assist in the development and updating of the Service's Quality Improvement Plan, including identify and lead practice that exceeds the NQS, and use the exceeding NQS themes for improvement.
- Effectively participate in the assessment and rating process.

Reporting, Accountability and Compliance

- Ensure compliance with the National Quality Framework and all legislative requirements.
- Assist in the maintenance of all records and documents as per legislative and Approved Provider requirements.
- Abide by the constitution and by-laws of the College, LCAQD and QLECS, accept the policies and objectives determined by the College, as well as QLECS Council and QLECS Branch.

Work, Health and Safety

- Know and understand Work, Health and Safety legislation.
 - Ensure the Service's and the College's Work, Health and Safety policies, procedures, and practices are followed.
 - Record and report Work, Health and Safety incidents to the Service Leader.
-

Position OSHC – Educational Leader

Key focus area: Education and Care

Responsibilities

- Work collaboratively with the Service Leader, QLECS, the leadership team, and educators to maintain the highest possible standards of education and care.
 - Pursue excellence in all aspects of the educational program and practices, and inspires others to do the same.
 - Collaborate with educators and provide curriculum direction and guidance.
 - Collaborate with the Service Leader to lead the team to engage in professional learning, language, and thinking.
 - Collaborate with the Service Leader to lead, support, and facilitate a culture of reflective practice.
 - Collaborate with all stakeholders to provide an environment that meets the emotional, social, cognitive, spiritual, and physical needs of the children.
-

Key focus area: Community Involvement and Communication

Responsibilities

- Assist educators to make connection in the community, including with diverse culture and Aboriginal and Torres Strait Elders or their representatives.
 - Work collaboratively with the Service Leader to develop and maintain effective relationships and partnerships with families and key stakeholders by encouraging involvement in the Service's program.
 - Be aware of and respond to the diverse needs of the community in order to develop and maintain effective community relationships and partnerships.
 - Provide inputs into regular communications with families.
-

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.

Professionalism/Professional Practice

- Commitment to ongoing learning and performance improvement, both for themselves and the team.
 - Empower staff to strive towards practice that consistently delivers the best outcomes in terms of children's learning and wellbeing, and communication with families and communities.
 - Ability to observe educators' practice to support their professional growth, both as individual and as a group.
 - Build and promote a positive organisational culture and professional learning community.
 - Participate in professional development planning for the Service.
 - Attend staff meetings, conferences and training sessions as directed by OSHC Service Leader.
 - Engaging in personal and professional development to ensure a thorough knowledge of all aspects relating to early childhood education and the Service's operation.
-

Position OSHC – Educational Leader

- Participating together with other Service staff in the community life of the local Lutheran School/College/Congregation, engaging in professional, social, spiritual and learning opportunities, as appropriate.

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
- Previous experience working as an educational in Outside School Hours Care Sector or in similar role and context is looked upon favourably

SC2 - Knowledge, Skills and Abilities

- An understanding of the expectations of the sector, and specifically the National Regulations, NQF, NQS, and OSHC Curriculum – “My Time Our Place”, and a willingness to improve on this knowledge.
 - Understanding and capabilities in educational program planning and the application of the assessment and planning cycle as applied to the program as a whole.
 - An understanding of child development, theory, and philosophy, in particular from 5 – 14 years of age, and an ability to put this understanding into practice.
 - Contemporary understanding of evidence-based best practice approaches to teaching and learning.
-

Position OSHC – Educational Leader

- A capacity to share with others the knowledge acquired and to convey complex ideas in accessible ways.
- A capacity to delegate responsibility and key tasks to others, as a means of empowerment and capacity building.
- 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.
- 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 Lutheran Church of Australia and College’s Christian ethos.

General Requirements

Compliance Requirements	Diploma in Children’s Services or equivalent Right to Work in Australia Current Blue card prior to commencement Current First Aid, CPR and Asthma/Anaphylaxis Certificates
--------------------------------	---

Terms and conditions	<p>Enterprise Agreement Classification: Children Services Award – Children Services Employee</p> <p>Working arrangement: Permanent</p> <p>38 Hours per week: Monday to Friday – between 7.00 am to 6.00 pm</p> <p>Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement.</p>
-----------------------------	--

Position Description

Position **OSHC – Educational Leader**

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: 12th September 2024