



# POSITION DESCRIPTION

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| POSITION       | Outside School Hours Care Educator                   |
| RESPONSIBLE TO | Head of Junior School                                |
| WORKS WITH     | Coordinator of the Outside School Hours Care Service |
| SALARY         | As per Canterbury Enterprise Agreement 2022-25       |
| DATE           | January 2023   |

## RELATIONSHIPS AND AUTHORITY:

This position is responsible to the Head of Junior School yet takes instruction from and works with the Coordinator of the Outside School Hours Care Service on a daily basis.

## POSITION PURPOSE:

The Outside School Hours Care Educator provides assistance to the Coordinator of the Outside School Hours Care (OSHC) in the development and implementation of a fun, safe and stimulating program for the children attending the OSHC service. The OSHC Educator will actively support children to participate in the program and assist in ensuring that the program promotes choice and influence.

## POSITION RESPONSIBILITIES:

### Adhering to Procedures:

- Monitor own practices in relation to service procedures including the completion of forms and/or reports for medication, alternate collection, incident/accident reports and excursions
- Complete all records as per legislative requirements
- Follow the policies and procedures endorsed by the school.
- Attend and actively participate in team meetings on a regular basis
- Complete program documentation and/or observations in accordance with service expectations
- Complete relevant daily administration duties
- Contribute to the completion of service safety checklists on a daily basis
- Monitor supplies of consumable resources materials and equipment and inform the Coordinator if required.

### Delivery of Programs:

- Assist in the planning of the program using intentional teaching practices, as well as providing agency to further support children's learning experiences
- Assist the Educational Leader with the evaluation of programs regularly and make appropriate modifications and recommendations
- Be flexible in following the changing interests and needs of the children
- Ensure food is stored correctly and prepared for children on a daily basis is in accordance with the service Food Handling, Health and Nutrition Policies
- Ensure all food preparation utensils and surfaces are cleaned and sanitised according to recognised authorities.

### Maintaining Effective Relationships with Students and Families:

- Develop positive and respectful relationships with children
- Communicate with children in a caring, compassionate, and respectful manner, being

attentive and understanding of each child's individual needs

- Implement effective and appropriate behaviour guidance techniques and strategies
- Be aware of children with special needs and the inclusive practices of the service
- Encourage children to develop independence and responsibility
- Role model appropriate behaviours and interactions for children.
- Encourage families involvement in the service through developing positive and respectful relationships
- To develop good relationships and effective communication with families
- Be aware of, sensitive to and have an understanding of the diverse needs of families
- Be aware of the other services offered within the community which aid and support children and families.

### **PROFESSIONAL RESPONSIBILITIES:**

All staff are required to contribute to the collective welfare of the College community. As such they are required to:

- Work collaboratively with their peers to meet position and departmental responsibilities
- Attend such meetings of department or College staff as requested by their supervisors
- Attend student assemblies, worship and other activities as are necessary for the smooth conduct of the College
- Model for student's appropriate dress, department, language, behaviour and communication
- Support colleagues in promoting the ethos and values of the College
- Conduct themselves in a way which develops respect for themselves, and the College.

### **ORGANISATIONAL RESPONSIBILITIES:**

All employees are bound by the requirements of the College's policies, procedures and stated mission to act with integrity and in a way that shows a proper concern for the public interest, be familiar with and follow the spirit and content of the College's Code of Conduct and Values:

- Respect
- Integrity
- Community
- Scholarship
- Compassion
- Social Responsibility

This includes the College's desire to serving the community by providing a high quality of service, and the assumptions which govern the conduct of staff, which include:

- Loyalty, respect and trust
- Corporate teamwork
- Excellence and continuous improvement
- Open, fair, accountable and efficient work practices
- Staff development and concern for people
- Quality of customer service.

### **KEY SELECTION CRITERIA:**

- Leadership – individuals taking responsibility for their performance with integrity and diligence
  - Teamwork – the ability and desire to work cooperatively with others on a team
  - Oral and written Communication skills – the ability to express oneself clearly in writing and in conversations and interactions with others
  - Relationship building – the ability to develop, maintain, and strengthen partnerships with others inside and/or outside the organisation
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- Client focus – commitment to supporting the excellence in Canterbury OSHC programs and interventions, enabling all clients to achieve their goals and potential.

**ESSENTIAL QUALIFICATIONS & LICENSES:**

- Certificate / Diploma qualifications relevant to the position
  - Working with Children Blue Card
  - Any other Qualifications.
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