

POSITION DESCRIPTION – Casual OSHC Educator

Position Title	OSHC Educator
Responsible to:	Head of Primary (OSHC Manager)
Reports to:	OSHC Coordinator/Service Leader and or the Assistant Coordinator
Overview:	To work closely with the OSHC Coordinator/Service Leader and Assistant Coordinator; to assist and support in some administrative skills and processes. Assist in providing a safe, caring, Christian environment which fosters and supports the learning journey of each child. The OSHC Educator shall abide by the constitution and by-laws of LCAQD and QLECS and St Peter's Lutheran College Springfield OSHC, accept the policies and objectives determined by QLECS Council and QLECS Branch and be consistent with principles of good practice in development and maintenance of professional relationships.
Duties and Responsibilities:	<p>The primary duties and responsibilities for this position are outlined below. From time-to-time other duties may be deemed necessary and these will be determined by the OSHC Manager including the OSHC Coordinator/Service Leader of the service.</p> <ul style="list-style-type: none"> • Complete all administrative tasks as needed each week. • Complete all tasks in a competent and timely manner. • Have knowledge and utilise Xplor Home 'Dashboard 'and Playground for required tasks. • In conjunction with the Coordinator/Service Leader, plans and delivers a high-quality school-aged care program, using the relevant framework, maintaining all documentation required to support children's learning and development, in a stimulating, caring and secure environment. • Supports the Service in ensuring it is compliant with all relevant legislation. • Performs all responsibilities in an ethical and transparent manner incorporating moral principles of honesty and trust and declaring any conflicts of interest that may arise. • Assist with any event preparation as directed by the OSHC Coordinator/Service Leader for example College Open Days, etc. <p><u>Other</u></p> <ul style="list-style-type: none"> • Resource and document development including Vacation Care resources. • Attend Professional Development as requested by the OSHC Coordinator/Service Leader. • Any other reasonable task, as requested, by the OSHC Coordinator/Service Leader and/or OSHC Manager. <p><u>Communications</u> with families and the community:</p> <ul style="list-style-type: none"> • Assist in developing and implementing effective communications within the community. • Treat all individuals with care, dignity and respect and ensure that the service is presented in a professional manner.

	<p><u>Reporting, Accountability and Compliance</u> in collaboration with and as delegated by the OSHC Coordinator:</p> <ul style="list-style-type: none"> • Attend staff meetings, conferences and training sessions as directed by Coordinator. • To be committed to working within our Philosophy and Goals. • To work as an enthusiastic and caring member of the team who shares the vision. <p><u>Christian Ethos:</u></p> <ul style="list-style-type: none"> • Foster and nurture the Christian foundation and environment of the Service. • Participate at significant community and Church events such as family services, staff installations, Christmas concerts, anniversary celebrations, as required. • Support mission and ministry to the staff and families at the Service, upholding the Lutheran ethos in conjunction with Service staff. <p><u>Laws, Regulations and Standards Legislation</u></p> <ul style="list-style-type: none"> • 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. <p><u>National Quality Standard</u></p> <ul style="list-style-type: none"> • Demonstrate knowledge and understanding of the National Quality Standard and My Time, Our Place • 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. • Effectively participate in the assessment and rating process.
<p>Workplace Health & Safety duties: [clause for all staff]</p>	<p>The College is bound by the provisions of the <i>Work Health and Safety Act 2011</i> (the Act) which provides the legislative framework for workplace safety in Queensland. The Act protects employees, other persons at work, and members of the public who enter a workplace. It also creates significant responsibilities for individuals, notably Heads, managers, and employees. Achievement of the College’s WH&S objectives depends on the cooperative efforts of everyone concerned.</p> <p>The employees of the College (including Contractors) are required to:</p> <ul style="list-style-type: none"> • Take the care to protect their own health and safety and that of their fellow workers. • Comply with statutory requirements, College policies and procedures and all lawful instructions of managerial and supervisory staff. • 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.

	<ul style="list-style-type: none"> Record and report all Work, Health and Safety incidents to the OSHC Coordinator/Service Leader. <p>Where a staff member obtains evidence of a non-conformance with the OHS system, he or she must bring that non-conformance to attention of his or her direct supervisor. Where such non-conformances involve significant risk to anyone’s health or safety, staff must bring them to the immediate attention of their supervisor; failing that, they will immediately inform their manager, up through the chain of command to the Head of College if necessary.</p> <p>Non-conformance with policies, procedures and lawful instructions will be dealt with in accordance with the College’s Performance & Disciplinary procedures.</p>
<p>Selection Criteria (inclusive of Knowledge & Skills required):</p>	<p><u>Selection Criteria:</u></p> <ul style="list-style-type: none"> Diploma of Children’s Services or relevant childcare/OSHC qualification Minimum of 2 years’ experience working in Outside School Hours Care Sector. A current ‘Positive Notice’ (P) Blue Card Current Senior First Aid, CPR and Asthma/Anaphylaxis Certificates Current Driver’s Licence with own transport <p><u>Knowledge, Skills and Abilities:</u></p> <ul style="list-style-type: none"> Always maintain professional conduct. Possess knowledge, skills and ability to work with children from 4 – 14 years of age, with an awareness of children’s developmental needs. To have a working knowledge of the National Quality Standard, National Framework and OSHC Curriculum – “My Time Our Place”. Ability to assist families in a sensitive, supportive, and professional manner. Demonstrate a positive attitude and committed teamwork approach. Demonstrate abilities of reliability, tact, confidentiality, and discretion. Basic understanding of Occupational Health & Safety and Anti-Discriminatory practices. A proven ability to interact positively with children, while showing initiative and flexibility. Ability to cope effectively in emergency or stressful situations. Effective computer and IT skills, including the use of software, with assistance of the OSHC Coordinator. Effective time management with a positive outlook. To have a standard of behaviour and dress, which is consistent with our Philosophy, Vision, Policies and Goals of the College. At all times, displaying positivity, passion, open communication, and competency.
<p>Hours of Duty:</p>	<p><u>Monday, Tuesday, Wednesday, Thursday and Friday</u></p> <p>Hours will include attendance to staff meetings, retreats, professional development, and other events is also required.</p> <p>Classification of Pay: Children’s Services Award</p>

Location:	<u>Location:</u> St Peters Lutheran College Outside School Hours Care 42 Wellness Way Springfield Central QLD 4300
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DRAFTED/REVIEWED: 30/09/2024.

Applicants are expected to support the Christian ethos of St Peters Lutheran College and to demonstrate courtesy, co-operation and teamwork with fellow members of staff.