



## Job Description

**JOB TITLE:** Out of School Hours Care (OSHC) Qualified Educator

**JOB TYPE:** Casual (Available for shifts across the following times: After School Care 2:45pm–6:00pm, Vacation Care 8:00am-6:00pm and School Student Free Days 8:00am-6:00pm)

**LOCATION:** Maitland Lutheran School OSHC (located on Maitland Lutheran School site 23-29 Clinton Road, Maitland SA 5573)

**AWARD:** Educational Services (Schools) General Staff Award.

**SUPERVISOR/MANAGER:** OSHC Coordinator

**SUPERVISORY RESPONSIBILITIES:** Required to act as the Nominated Supervisor and supervise other staff members in the absence of the Coordinator. May be required to take up Educational Leader responsibilities.

### MAIN DUTIES/RESPONSIBILITIES

- Assist in the provision of a quality educational program for all children by following the National Quality Standards and the My Time, Our Place and Early Years Learning Frameworks.
- Assist in meeting all regulatory and legislative requirements.
- Provide and support an inclusive environment including for children with additional needs and for families.
- Perform specific tasks including, but not limited to, supervision of children, running of activities, cleaning, and food preparation.
- Ensure children are safe, secure and their individual needs are met at all times.
- Ensure that confidentiality is maintained and privacy of children, parents and educators is respected at all times.
- Provide a welcoming and professional environment for families and team members through the provision of consistent high-quality customer service.
- Provide regular communication of service user's feedback and information to the relevant team members.
- Attend and contribute to staff meetings.
- Participate and contribute to the ongoing evaluation and quality improvement of the program including active involvement in programming decisions.
- Engage in the evaluation of performance with your immediate manager and actively seek opportunities for professional development.
- Understand responsibilities and roles and work in accordance with Work Health and Safety, Mandatory Reporting, Emergency Procedures, and Maitland Lutheran School OSHC policies and procedures.
- Apply workplace Diversity and Equity principles at all times.
- Models the Maitland Lutheran School OSHC Values, Beliefs, Aims and Philosophy.
- Other tasks as directed.

## SKILLS & EXPERIENCE

### Qualifications:

- Diploma or Degree level qualification as approved by Australian Children's Education and Care Quality Authority (ACECQA).
- Students studying an Education Degree are welcome to apply (Qualified OSHC Educators need to have completed their 2nd year of a degree in education).
- Current approved first aid qualification, anaphylaxis management training and emergency asthma management training as listed on the ACECQA website.
- Current Working with Children Check.
- Current National Police National Police Check clearance
- Current Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC).
- Current Safe Food Handling.
- Current Lutheran Education Australia Valuing Safe Communities training (can be provided in-house).

### Experience:

- Demonstrated experience in working with children.
- Demonstrate the ability to plan, work and manage time effectively.
- Evidence to support clear understanding of contemporary child care philosophy, issues and practices.
- Knowledge of relevant State and Federal Government legal compliance requirements relating to education and care settings.
- An excellent understanding of the National Quality Framework and learning Frameworks My Time Our place and Belonging, Being and Becoming.
- Must not appear on ASIC's "Banned and Disqualified" persons list.

### Skills:

- Demonstrated Interest in working with children and basic understanding of children's development.
- Sound oral, reading and written English skills.
- Willingness to continuously learn via further studies and education.
- Reliable, punctual and mature attitude to work.
- Well-developed communication and interpersonal skills, combined with a pro-active, hands-on attitude.
- Understanding of the importance of personal and professional boundaries, ethical behaviour, policies and procedures.