

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Out of School Hours Care (OSHC) Educator		
<b>POSITION OVERVIEW</b>	The OSHC Educator is responsible for ensuring delivery of quality care and support to children and families based in our OSHC programs.		
<b>CLASSIFICATION</b>	CSA Level 1 – 2	<b>SERVICE AREA</b>	Out of School Hours Care (OSHC)
<b>EMPLOYMENT STATUS</b>	<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input checked="" type="checkbox"/> Casual		<b>HOURS PER WEEK</b>
<b>LOCATION</b>	Various		
<b>IMMEDIATE MANAGER</b>	OSHC Service Manager or Coordinator (as applicable)		
<b>INDUSTRIAL AGREEMENT</b>	Woden Community Service Inc - Caring for Our People, Building Our Capability to Serve, Enterprise Agreement 2021-2023.		
<b>REPORTING RELATIONSHIPS</b>			
<b>NO OF DIRECT REPORTS</b>	Nil	<b>NO OF INDIRECT REPORTS</b>	Nil
<b>KEY RELATIONSHIPS</b>			
<b>INTERNAL</b>	OSHC team members, OSHC Service Manager or Coordinator, OSHC Staffing Coordinator, OSHC Manager, Children's Services Director, Inclusion Support Officer, Quality & Compliance Team, Quality Education Manager.		
<b>EXTERNAL</b>	Families and Care Givers, Children and community members		
<b>KEY ACCOUNTABILITIES</b>			
<ul style="list-style-type: none"> <li>▪ Apply National Principles for Child Safe Organisations, as applicable to the role</li> <li>▪ Assist in the provision of a high-quality program for all children by following the National Quality Standard, My Time, Our Place, and the Early Years Learning Frameworks.</li> <li>▪ Assist in meeting all regulatory and legislative requirements.</li> <li>▪ Provide and support an inclusive environment including for children with additional needs and for families.</li> <li>▪ Perform specific tasks including, but not limited to, supervision of children, running of activities, cleaning, and food preparation.</li> <li>▪ Ensure children are safe, secure and their individual needs are met at all times.</li> <li>▪ Ensure that confidentiality is maintained and privacy of children, parents, students and educators is respected at all times.</li> <li>▪ Provide a welcoming and professional environment for families and team members through the provision of consistently high-quality customer service.</li> <li>▪ Provide regular communication of service user's feedback and information to the relevant team members.</li> <li>▪ Participate and contribute to the ongoing evaluation and quality improvement of the program.</li> <li>▪ Contribute to delivering and evaluating the educational program aligning with Quality Area 1 Educational Program and Practice, and the planning cycle with children's individual documentation of learning.</li> </ul>			

- Aware of responsibilities and roles in relation to Mandatory Reporting, Reportable Conduct Scheme, Active Supervision, Emergency Procedures and other policies and procedures
- Engage in self-evaluation of performance with the service coordinator, and actively seek opportunities to develop professionally and personally
- Participate in staff/team meetings, organisational activities and community events
- Ensure your safety and the safety of others by following WCS Work Health and Safety policy and procedures
- Foster a culture where everyone is valued, respected, and recognised by applying workplace Equity and Diversity principles
- Other duties as directed by the Manager

### EXPERIENCE & QUALIFICATIONS

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Demonstrated Interest in working with children and basic understanding of children's development.</li> <li>• Ability to work from 2:45pm for at least two/three days per week.</li> <li>• Sound oral, reading and written English skills.</li> <li>• Willingness to continuously learn via further studies and education.</li> <li>• Reliable, punctual and mature attitude to work.</li> <li>• Well-developed communication and interpersonal skills, combined with a pro-active, hands-on attitude.</li> <li>• Understanding of the importance of personal and professional boundaries, ethical behaviour, and policies and procedures.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience working with children.</li> <li>• Knowledge of My Time, Our Place and the Early Years Learning Frameworks, as well as the National Quality Standard.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Demonstrate at all times commitment to WCS' Purpose and Values, and follow the WCS Code of Conduct</li> <li>• Ongoing employment is subject to applicants providing a satisfactory Police check and Working with Vulnerable People check</li> </ul>

<b>Document History</b>	<b>Original:</b> 2008	<b>Revised:</b> May 2023	<b>Version:</b> V10
<b>Employee's name</b>		<b>Signature</b>	<b>DATE</b>