

POSITION DESCRIPTION

POSITION TITLE	Out of School Hours Care (OSHC) Educator		
POSITION OVERVIEW	The OSHC Educator is responsible for ensuring delivery of quality care and support to children and families based in our OSHC programs.		
CLASSIFICATION	CSA Level 1 – 2	SERVICE AREA	Children's Services
EMPLOYMENT STATUS	<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input checked="" type="checkbox"/> Casual		HOURS PER WEEK
LOCATION	Various		
IMMEDIATE MANAGER	OSHC Manager / Centre Manager / Coordinator (as applicable)		
INDUSTRIAL AGREEMENT	Woden Community Service Inc - Caring for Our People, Building Our Capability to Serve, Enterprise Agreement 2021-2023.		
REPORTING RELATIONSHIPS			
NO OF DIRECT REPORTS	Nil	NO OF INDIRECT REPORTS	Nil
KEY RELATIONSHIPS			
INTERNAL	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.		
EXTERNAL	Families and Care Givers, Children and community members		
KEY ACCOUNTABILITIES			
<ul style="list-style-type: none"> ▪ Apply National Principles for Child Safe Organisations, as applicable to the role. ▪ 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. ▪ 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, students and educators is respected at all times. ▪ Provide a welcoming and professional environment for families and team members through the provision of consistently high-quality customer service. ▪ Provide regular communication of service user's feedback and information to the relevant team members. ▪ Participate and contribute to the ongoing evaluation and quality improvement of the program. ▪ 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. 			

- 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

Essential	<ul style="list-style-type: none"> • Demonstrated Interest in working with children and basic understanding of children's development. • Ability to work from 2:45pm for at least two/three days per week. • 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, and policies and procedures.
Desirable	<ul style="list-style-type: none"> • Experience working with children. • Knowledge of My Time, Our Place and the Early Years Learning Frameworks, as well as the National Quality Standard.
Other	<ul style="list-style-type: none"> • Demonstrate at all times commitment to WCS' Purpose and Values, and follow the WCS Code of Conduct • Ongoing employment is subject to applicants providing a satisfactory Police check and Working with Vulnerable People check

Document History	Original: 2008	Revised: Nov 2023	Version: V11
Employee's name		Signature	
			DATE