

POSITION TITLE	Out Of School Hours Care (OSHC) Qualified Educator		
POSITION OVERVIEW	The Qualified Educator is responsible for contributing towards the delivery of quality care and education to children based on the National Quality Framework.		
CLASSIFICATION	CSA Level 3	SERVICE AREA	Out of School Hours Care (OSHC)
EMPLOYMENT STATUS	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual		HOURS PER WEEK 37.5
LOCATION	Various		
IMMEDIATE MANAGER	OSHC Service Manager or 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	Various	NO OF INDIRECT REPORTS	Varies
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, Educational Leader, Finance Team, Enrolment Team		
EXTERNAL	Families and Care Givers, Children, Education Directorate staff, community members		
KEY ACCOUNTABILITIES			
<ul style="list-style-type: none"> ▪ Apply National Principles for Child Safe Organisations, as applicable to the role ▪ Ensure a high quality Out of School Hours Care (OSHC) service that complies with all regulatory and legislative requirements, to meet the National Quality Standard ▪ Ensure National Quality Framework approach in developing, delivering and evaluating the educational program aligning with Quality Area1 Educational Program and Practice, and the planning cycle with children’s individual documentation of learning ▪ Provide a supportive and inclusive environment for families, including children with additional needs. ▪ Develop strong partnerships with the school and local community ▪ Ensure all staff and volunteers are aware of their responsibilities and roles in relation to Mandatory Reporting, Reportable Conduct Scheme, Active Supervision, Emergency Procedures and other policies and procedures ▪ Assist the Coordinator achieve a high level of employee performance, through coaching, mentoring and providing professional support to all educators ▪ Assist with review of Children’s Services policies and procedures ▪ Work with coordinator to maximise service resources within the budget for the benefit of the service ▪ Drive continuous quality improvement, including for the Assessment and Rating process, using the Quality Improvement Plan and Strategic Inclusion Plan, which are regularly reviewed and updated 			

- Work collaboratively with other WCS and community services, as needed
- Provide regular communication of service user's feedback and information to the relevant team members
- 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"> • Completed Certificate III or IV in early childhood education and care • Extensive skills, knowledge and experience in OSHC, including demonstrated use of the Early Years Learning Framework and the My Time Our Place Framework • Ability to contribute to review of Children's Services policies and procedures. • Highly effective interpersonal, leadership and people management skills. • High level of communication skills, both verbal and written • Demonstrated ability to work effectively and collaboratively in a team. • Reliable, punctual and responsible attitude to work • A thorough understanding of the importance of personal and professional boundaries, ethical behaviour, policies and procedures • Current first aid certificate in an education and care setting (including asthma and anaphylaxis)
Desirable	
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: 2017	Revised: April 2023	Version: V7
Employee's name		Signature	
			DATE