



**ALL SAINTS'
COLLEGE**



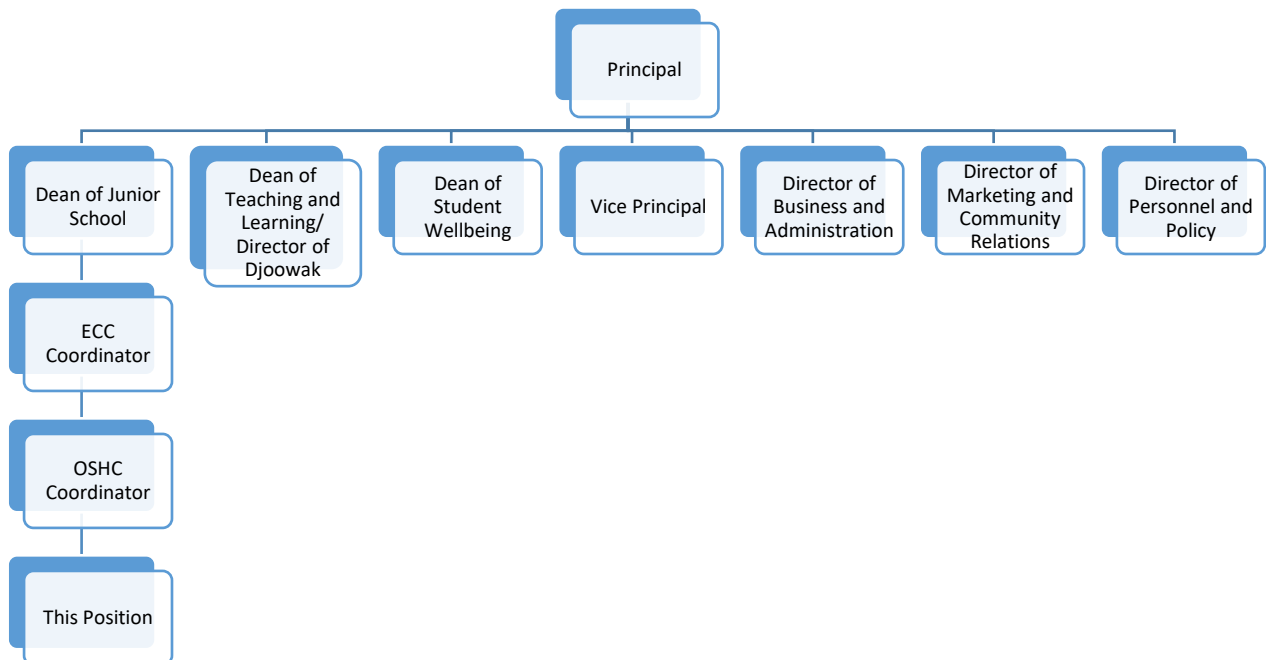
DUTY STATEMENT OUT OF SCHOOL HOURS CARE EDUCATOR Early Childhood

All Saints' College prioritises the safety, welfare and wellbeing of children and young people, and expects all staff and volunteers to share this commitment.

POSITION PURPOSE

The Out of School Hours Care Educator is directly responsible to the Out of School Hours Care Coordinator for carrying out the duties associated with the daily operation of the Out of School Hours Care (OSHC) program, which includes providing an engaging, stimulating and safe environment for the children.

ORGANISATION STRUCTURE



KEY RESPONSIBILITIES

The Out of School Hours Care Educator will support the College's mission by undertaking the following duties, which reflect the accountabilities and responsibilities that are integral to the successful performance of this position

1. Administration

- (a) Perform the daily administrative tasks associated with communications and record keeping for after school care.
- (b) When required and in collaboration with the OSHC Coordinator and Early Childhood Coordinator, assist in the development and implementation of appropriate programs designed to address the cultural, spiritual, gender and special needs of OSHC Centre students in line with the My Time Our Place OSHC National Framework and Early Years Learning Framework.
- (c) Assist in the conduct and facilitation of activities ranging in style from quiet and leisurely, to the provision of structured advice and homework assistance.
- (d) Ensure Senior First Aid certification remains current.

2. Staff Expectations

- (a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College.
- (b) Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.
- (c) Maintain professional confidentiality concerning information about staff and/or students.
- (d) Strive to implement productivity, quality and service improvements on a continual basis.
- (e) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- (f) Comply with Occupational Safety and Health requirements in the workplace.
- (g) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.
- (h) Operate as a 'team player' always and fully support the Principal, Leadership Team and activities of the College.

SELECTION CRITERIA

Essential

- A current Working with Children Check.
- Completed or actively working towards a minimum qualification requirement in education and care, (e.g. early childhood preferred teaching, diploma, certificate III/IV).

Desirable

- Certified Supervisor certificate, or be willing to obtain one.
- Current First aid qualifications:
 - Senior (Level 2) First Aid (including current CPR)
 - Anaphylaxis management training.

*The College recognises that Duty Statements are dynamic documents.
They are reviewed annually or as required.*

April 2019