



POSITION DESCRIPTION and WORK PROFILE

Educator – Casual, On Call Outside School Hours Care Program

The Ormiston College Outside School Hours Care (OSHC) provides families with a care service outside of regular school hours. Before school, after school and vacation care programs are provided to Ormiston College families giving them peace of mind that their child is in a safe, nurturing and exciting environment.

Ormiston College OSHC is an environment where children can relax, be challenged, discover, explore and be safe, while having fun. The facility's program is designed to accommodate the needs of a mixed age group of children and programs provided are educational and delivered with fun being the focus of our work and play.

The OSHC Educator will be part of a team of professionals who are committed to providing a high quality program.

ROLE

Under the supervision of the OSHC Coordinator, you will be responsible for assisting in the preparation, and implementation, of a stimulating, relaxing and meaningful, program based on the My Time My Place Framework.

As an OSHC Educator you will require a minimum Certificate III in Child Care and Education qualification or equivalent (refer to Approved Education Qualifications www.acecqa.gov.au). Applicants require a working knowledge of the National Quality Framework and the Education and Care Services National Regulations, 2011 and Education & Care Services National Law, 2010.

Applicants should possess or be eligible to possess a Positive Notice Blue Card from the Public Safety Business Agency and, hold or working towards a current First Aid/CPR certificate.

Enthusiasm, motivation, and commitment are personal attributes expected of an OSHC Educator. Recent experience working with children from 4 to 13 years will be highly regarded.

WORK PROFILE

REPORTING RELATIONSHIPS

This position reports to the Coordinator of the Ormiston College Outside School Hours Program who in turn reports to the Director of the Early Learning Centre and the Head of Junior School.

CURRENT RESPONSIBILITIES

The accountabilities of the role of OSHC Educator are to:

- Assist in the management of a group of children in a mixed age group from 4 – 13 years.
- Work with co-educators to help prepare and implement a high quality play-based program that is inclusive of all ages, individual's needs, abilities and skills.
- Assist with documentation of the children's learning, program events, activities and experiences.
- Assist with the continuous improvement of the program through reflective practise.
- Liaise with parents and staff to ensure best outcomes for children.
- Ensure that the policies and practices of the Service are maintained and adhered to.

KEY DUTIES of the position include but are not limited to:

- Assist in the implementation of the OSHC program under supervision of the Coordinator.
- Assist in the development and continuous improvement of the Services program, routines and practises.
- Use of reflective critical thinking to ensure continuation of High quality care.
- Coordinate and direct activities that are age appropriate and inclusive.
- Ensure health and safety of the children in care.
- Give each child individual attention and comfort when required.
- Work in accordance with the licencing requirements of the Education and Care Services National Regulations, 2011 under the Education and Care Services National Law 2010.
- Ensure the Service's policies and procedures are adhered to.
- Perform general duties associated with the operation of the Service, including but not limited to all aspects of food preparation, service and cleaning/maintenance of all areas of the Service (internal and external).
- Ensure a safe environment is provided for the children.
- Ensure that records are maintained and are up to date.
- Assist the Coordinator in assessment of students on placement to the level of their competency.
- Under direction, work with individual children with particular needs.
- Undertake and implements the requirements of the National Quality Standards Framework.
- Administer first aid to the level of their competency when appropriate.
- Assist parents/families at all times, signing in/ out and so on.

A full list of duties and more information for a Children's Services Employee is included in the Children Services Award 2010 MA000120.

APPLICATION PROCESS

Applicants should provide their current CV and the name and contact details of two professional referees.

Applications should be emailed to: humanresources@ormistoncollege.com.au

Please include the Job Title in the Subject Line of your application email.

The successful candidate will be chosen through a process of interview of shortlisted applicants.

ADDITIONAL INFORMATION

This is a casual, on call position commencing as soon as possible. Ormiston College OSHC salaries are above those indicated in the Children Services Award 2010. Salary will be appropriate according to qualifications and experience.

Other conditions of employment, including entitlements, are as per the Ormiston College Early Learning Centre Workplace Agreement, a copy of which is available on request should your application progress to interview.

Further information about the College can be accessed at www.ormistoncollege.com.au . More detailed information about this position can be obtained by contacting the Deputy Head of College, Mrs Lee Catterall on 3821 8999.