



## St Margaret's Anglican Girls School St Aidan's Anglican Girls' School

### Position Description:

# Outside School Hours Care Educator (Assistant)

<b>Reports to:</b>	OSHC Coordinator
<b>Status:</b>	Casual
<b>Location:</b>	This role works across both St Margaret's Anglican Girls School in Ascot and St Aidan's Anglican Girls' School, Corinda, as required.

### School Ethos

St Margaret's Anglican Girls School and St Aidan's Anglican Girls' School, Schools of The Society of the Sacred Advent Schools Pty Ltd, is committed to providing quality educational opportunities for girls within the context of the Anglican Schools Ethos. This extends to providing care for students who live away from home to pursue their education.

- Reflect and nurture the mission and vision of the School
- Demonstrate commitment to leadership through vision, service and example in an Anglican context
- Motivate and energise students by fostering quality relationships
- Maintain confidentiality and overt support for the School
- Consistently demonstrate professional competence and apply current knowledge and innovations in educational trends
- Consistently demonstrate commitment to the Schools' core values of faith, integrity, spirit, respect, courage and passion

### Position Purpose

The OSHC Educator (Assistant) works under the direction of the OSHC Coordinator to provide a safe, stimulating, friendly and fun environment to students attending the OSHC program and a high level of customer service to families.

The OSHC Educator (Assistant) operates in a professional manner at all times and ensures that the program is compliant with the requirements of Education and Care Services National Law 2010 and the Education and Care Services National Regulations 2011, working under the frameworks:

- Being Belonging and Becoming - The Early Years Learning Framework for Australia Early years Learning and Development Framework
- My Time, Our Place - Framework for School Age Care in Australia
- The code of ethics

## **Other Information**

All employees of St Margaret's Anglican Girls School and St Aidan's Anglican Girls' School are required to:

- maintain a degree of flexibility in working hours from time to time as required for the position
- accept that the School reserves the right to modify the position to meet its operating needs
- assist and relieve in other positions from time to time.
- demonstrate support for the Schools' philosophy, policies and procedures, core values and commitment to the Anglican ethos
- undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative.

## **Key Responsibilities**

- Proactively assist in the operation of the OSHC program.
- Assist in planning, implementing and evaluating a stimulating and diverse program relevant to the developmental needs of the children.
- Ensure that the OSHC area is clean and assist in preparing activities for the children.
- Ensure that the OSHC area is a safe and secure environment for children.
- Apply knowledge of health, hygiene and nutrition needs of children
- Supervise and participate in various indoor and outdoor activities.
- Apply appropriate guidelines that encourage positive behaviour.
- Facilitate interactions between all children who attend the program.
- Assist with the administration of procedures that ensure the health and safety of those using the program.
- Assist with the maintenance of accurate medical, behavioural, personal care and attendance records to ensure timely reporting and effective emergency response.
- Report observations of individuals or groups of children to the OSHC Coordinator.
- Communicate and liaise with parents.
- Participate in all team meetings, planning sessions and activities as required.
- Contribute ideas which may result in a more efficient and dynamic program.
- Complete any other duties as requested by the OSHC Coordinator or OSHC Educational Leader.

## **Ensuring the School's ethos and values are reflected in the employee's manner**

- Reporting matters relating to child protection directly and immediately to the Principal
- Ensuring communication records are maintained and provided to other staff as required
- Communicating effectively with all teaching staff, parents, students and all other staff
- Playing an active role in supporting the cleanliness and safety of the school site
- Encouraging cooperative parent contact and fostering positive community attitudes toward the School
- Following safe working procedures developed for the School
- Obtaining and keeping current a positive notice from Blue Card Services ('Blue Card').

**Act professionally and lawfully by complying with all guidelines, policies and procedures as set out in legislation, the current Anglican Schools Enterprise Agreement and other School policies**

### **Student Protection**

St Margaret's and St Aidan's Anglican Girls' Schools supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. Staff must:

- Be informed of their responsibilities in relation to student protection, including but not limited to, attending all Student Protection training and being familiar with relevant school policies
- Follow all legislative requirements and school policies relating to student protection.
- Wear name badge at all times.
- Immediately report any suspicions of inappropriate, unlawful or unusual behaviour of students, colleagues or outsiders relevant to the School and its duty of care to protect students and staff from harm (self or other)

### **Workplace Health and Safety**

To comply with WHS 2011 legislation, all employees are responsible for the safety of themselves, students, visitors, volunteers and fellow staff members. They must:

- Report any hazards or potential hazards immediately;
- Report any accidents involving students;
- Co-operate in any emergency drills and safety audits;
- Undertake WHS training as required;
- Follow all safety procedures and instructions;
- Lodge risk assessments for all external and internal risk activities and
- Not introduce any equipment, materials, appliances or chemicals to the school that do not meet the required safety standards

## **SELECTION CRITERIA**

- Hold Certificate III or higher in Children's Services (desirable).
- Possess a current CPR and Apply First Aid Certificate
- Hold approved anaphylaxis and asthma certificate
- Ability to communicate and work alongside other staff.
- Experience in providing care to children in the pre-prep and early Primary years
- A high level of enthusiasm and engaging manner with children and parents
- Excellent communication and customer service skills
- A good understanding of legislative requirements and knowledge of the National Standards for Outside School Hours Care
- Demonstrated ability to work effectively and contribute to team.

**IT IS A CONDITION OF EMPLOYMENT THAT APPLICANTS MUST POSSESS A  
POSITIVE NOTICE BLUE CARD FOR CHILD-RELATED EMPLOYMENT PRIOR TO  
COMMENCING**

*St Margaret's and St Aidan's Anglican Girls' Schools supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. All candidates are required to undergo a screening process prior to appointment and successful candidate must comply with School policies and relevant legislation relating to Student protection.*