

POSITION DESCRIPTION

EARLY CHILDHOOD EDUCATOR  
OUTSIDE SCHOOL HOURS CARE (OSHC) &  
VACATION CARE

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THE FRIENDS' SCHOOL



POSITION HOLDER:	Vacant
PERIOD OF APPOINTMENT:	Permanent
SECTION:	Friends' Early Learning
POSITION REPORTS TO:	Deputy Head of School, Early Learning - Year 1
REPORTS TO POSITION:	Nil
CLASSIFICATION:	Classification to be determined based on qualifications The Friends' School (Early Years) Enterprise Agreement 2018
STUDENT CARE:	Yes
HOURS PER WEEK:	Various Roles and Hours

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PURPOSE

To assist with the operations of Friends' Early Learning and Outside School Hours Care by providing a welcoming, friendly, relaxed, safe, engaging and positive learning environment for the children and families who attend Friends' Outside School Hours Care, Vacation Care Programs and Friends' Early Learning.

PRIMARY DUTIES

- Form genuine, caring and professional bonds with the children in your care and, their families.
- Appropriately supervise the children in your care and actively support colleagues throughout the centre to do the same.
- Demonstrate effective use of appropriate and supportive behaviour guidance strategies and skills.
- As a mandatory reporter, immediately report any concerns regarding possible child abuse or neglect to the Nominated Supervisor.
- Assist in the preparation, implementation and reflection of developmentally appropriate programs for individual children and groups.
- Responsibility for recording observations of individual children and groups for program planning purposes.
- Contribute to and implement all program planning as required.
- Support inclusion of all individuals.
- Plan and evaluate for their needs through observation and liaison with the Lead Educator.
- Assist with health and safety and room cleanliness and maintenance of equipment.

- Be aware of any additional need requirements of the children in your care, including diet and allergy requirements.
- Be supportive of, and actively embrace, a culture of constant improvement and change.
- Gain a full understanding of the Friends' Early Learning Quality Improvement Plan and undertake any tasks and responsibilities in relation to the completion of such plans as directed by the Educational Leader of Friends' Early Learning and/or Deputy Head of School Years 2 to 6.
- Attend all staff meetings and be an active and engaged participant in such meetings.
- Work in Early Learning as required
- Work safely within the centre, while exercising personal safety.

#### DELEGATIONS

- Nil

#### SUPERVISION OF POSITIONS

- Nil

#### KEY RELATIONSHIPS

- Head of School, Early Learning - Year 6
- Deputy Head of School, EL - Year 1
- Deputy Head of School, Years 2 - 6
- Educational Leader, Friends' Early Learning
- All Friends' Early Learning and Friends' Primary Years Staff
- Children and parents at OSHC & Friends' Early Learning

SELECTION CRITERIA

1. It is desired but not required, that Educators in OHSC either have or are working towards qualifications for either Early Childhood or Primary Teaching Education. These could include Certificate Level 3 Education and Care qualification, or Diploma of Children's Services (Early Childhood Education and Care) or a Bachelor of Early Childhood Education, Bachelor of Primary Education and Masters of Primary Education, Graduate Certificate in Early Childhood.
2. Have a strong knowledge of the Regulatory Framework and the National Quality Framework relevant to Outside School Hours Care and Early Learning.
3. Have a strong knowledge of:
  - a. For Outside School Hours Care: *My Time, Our Place – Framework for School Age Care in Australia*.
4. Be able to assist in the preparation, implementation and evaluation of developmentally responsive programs for individual children and groups and engaging in collaborative analysis of documentation to inform program planning.
5. Be willing to work with identified children implementing an inclusion plan with the support and direction of Lead Educators.
6. Be able to assist with health and safety of children and staff, and partake in essential routines regarding cleanliness and maintenance of the learning environments and resources.
7. Clearly demonstrate effective use of appropriate and supportive behaviour guidance skills and be able to undertake and implement the requirements of The National Quality Framework.
8. Be a good communicator, relating easily to parents, children and colleagues and be supportive of and actively embrace, a culture of constant professional growth and improvement.
9. Be able to work safely in a Primary School and early learning environment and be fit to carry out the duties of the position.
10. Strong support for the Purpose & Concerns and ethos of The Friends' School.

ESSENTIAL QUALIFICATIONS

Hold a current:

- ACECQA approved First Aid qualification.
- ACECQA approved Working with Vulnerable People Registration (Tasmania) (Employment Category)
- Satisfactory National Police Check (may be obtained upon offer of appointment)

CONDITIONS OF EMPLOYMENT

- A salary will be paid at rates stated in The Friends' School (Early Years) Enterprise Agreement 2018.
- Employment will be subject to The Friends' School (Early Years) Enterprise Agreement 2018 and The Friends' School Staff Code of Conduct.
- Under the Enterprise Agreement, conditions of employment include paid maternity leave, additional leave days, professional development support, salary sacrifice arrangements and allocated weekly planning time.
- Provision is made for Long Service Leave in accordance with the Long Service Leave Act 1976, with the exception that employees are entitled to Long Service Leave after 10 years of service.
- In accordance with Australian Government legislation, employees are entitled to elect the complying superannuation fund into which their 10% employer superannuation contributions will be paid.
- Fee concessions are available to assist staff in having their children educated at the School.
- No cost use of gym and pool at Friends Health & Fitness.
- Corporate Health Insurance Plan through BUPA Australia or St Lukes.
- Employees of The Friends' School will respect and comply with the Staff Code of Conduct.
- All appointments are made subject to the provision of a current Working with Vulnerable Children Registration (employment category).
- It is anticipated that staff will maintain the necessary level of fitness appropriate to fulfil the inherent duties of the position.
- In accordance with the Work Health and Safety Act 2012 (Tasmania), as an employee of The Friends' School you must:
  - Take reasonable care for your own health and safety.
  - Take reasonable care that your acts or omissions do not adversely affect the health and safety of others.
  - Comply, so far as you are reasonably able, with any reasonable instruction that is given by the School.
  - Cooperate with any reasonable policy or procedure relating to health or safety at the School that has been notified to staff.
- The Friends' School is an equal opportunity employer.

C O N F I D E N T I A L I T Y

A school environment is one where you will have access to highly confidential information, therefore it is critical for the School to explicitly state the following:

**Definition**

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

**Your obligations**

You are expected to:

- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the school's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

Signed acceptance of the above position description.

Name: .....

Date: .....

Signature: .....