

Position Information Document

OSHC AND VACATION CARE EDUCATOR



Employment Type:
Casual

Classification & Stream:
Education Support Officer – Early Childhood/OSHC

Grade 2

Reports to:
Principal
OSHC Director / Assistant Director

Employment conditions are in accordance with the Catholic Schools Enterprise Agreement (as amended or replaced).

1. BROAD PURPOSE

Education Support Officers Grade 2 will have the knowledge, skills and demonstrated capacity to perform routine tasks under minimal supervision and more complex tasks involving the use of theoretical knowledge under general supervision. An Education Support Officer Grade 2 (Extension) will (in addition to the duties of an employee at Grade 1A & 1), within a school facility such as an Out of School Hours Care, or Vacation Care program, under minimal direction apply knowledge, skills and demonstrated capacity to perform routine functions consistent with their training. An Education Support Officer Grade 2 (Extension) will have the capacity where required to act as the Responsible Person for short periods of absence of the OSHC Director

2. KEY WORKING RELATIONSHIPS

OSHC Director

Assistant OSHC Director

Business Manager

Other staff

Parents/Families/Caregivers

3. DUTY STATEMENT

Duties include, but not limited to:

- Support the Anglican and Catholic ethos of the College and model the school's Christian traditions and practices
- Support the provision of a safe, healthy and stimulating environment for children, offering individual support and comfort when required
- Implement daily routines as directed
- Assist in the preparation of program planning for individual children and groups while contributing verbally to the program
- Work with individual children according to their needs, as instructed
- Work with groups of children with particular needs, under supervision
- Provide a safe and healthy environment for children
- Assist children with personal hygiene where needed
- Ability to work collaboratively and effectively in a team environment
- Build and maintain professional, inclusive and positive relationships with children and their families
- Report any emergency to the most senior person in close proximity, and assist as directed
- Report any hazard to the Director/Assistant Director and assist as directed
- Support the service in attaining and maintaining OSHC Quality Assurance

- Work in accordance with the OSHC National Standards for South Australia
- Actively participate in regular performance reviews and undertake training and professional development activities as required

4. PROFESSIONAL RESPONSIBILITIES

- Act in a manner consistent with the Code of Conduct for Staff at St Columba College
- Understand the employer's requirements and act in accordance with all College policies, guidelines, and procedures
- Be aware of and consistently implement all relevant College student policies and procedures
- Fulfil Duty of Care responsibilities to assist in the safety of all students
- Accept delegated responsibilities, as appropriate
- Present self appropriately, following dress code as required
- Understand and adhere to the requirements of the Privacy Act in relation to staff, students and families at the College

5. PERSON SPECIFICATION

- Effective communication skills
- Ability to accept and provide supervision and direction
- Ability to interact with children in a positive, sensitive and respectful manner
- Ability to work effectively both as a team member and, with guidance, as an individual
- Ability to refer parents to qualified staff in a supportive, professional manner
- Ability to work, under supervision, in accordance with the principles of the OSHC Quality Assurance process
- Effective time management and organisational skills
- Knowledge of government regulations and compliances relating to OSHC as required

6. SPECIFIC REQUIREMENTS

- Approved ACECQA Certificate 3 level qualification. (List of approved qualifications at: <https://www.acecqa.gov.au/qualifications/nqf-approved>) and/or demonstrated experience in a similar or comparative role
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- First Aid qualification, including application of first aid, emergency asthma management and anaphylaxis
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate
- Staff do not need to be vaccinated against COVID-19, with the exception of Staff working in a defined CESA High-Risk Setting. Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement.

7. WORK HEALTH AND SAFETY

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012. As a *Worker*, while at work you must:

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer

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- Cooperate with any reasonable policy or procedure notified to workers by the employer that is related to health and safety at the workplace (Reference: Division 4, Section 28 – SA WHS Act 2012)

This position information document (PID) indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

Responsibilities may be varied as determined by the Principal (or delegate).