



CATHERINE MCAULEY SCHOOL

Position Information Document

Education Support Officer

Name:

Date: 2025

POSITION TITLE QUALIFIED OSHC EDUCATOR

ESO GRADE 2

ESO STREAM	Early Childhood Education OSHC Stream
EMPLOYMENT TYPE	Casual
HOURS PER WEEK	variable, as per roster
WEEKS PER YEAR	BSC, ASC, Vacation Care, variable, as per roster

Key Working Relationships

- Principal
- OSHC Director
- Campus Leaders
- Campus Staff
- Children
- Parents / Caregivers

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 and 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 / Assistant Director.

DUTY STATEMENT

Duties include, but not limited to:

- Support the Catholic ethos of the school
- 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 a member of the OSHC Leadership Team, and assist as directed
- Report any hazard to a qualified staff member or the Director / Assistant Director
- Support the service in attaining and maintaining OSHC Quality Assurance through continuous quality improvement
- Work in accordance with the OSHC National Quality Standards and Regulations for South Australia
- Actively participate in regular performance reviews and undertake training and professional development activities as required

PERSON SPECIFICATIONS

- 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 as a team member
- Ability to refer families to qualified staff in a supportive, professional manner
- Ability to work under supervision, in accordance with the principles of OSHC Quality Assurance
- Effective time management and organisational skills
- Knowledge of government regulations and compliance relating to OSHC as relevant

SPECIFIC REQUIREMENTS

- Approved ACECQA Diploma 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 and/or successfully completed 2 years of an Education Degree (72 units)
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- ACECQA approved First Aid qualification, or willingness to undertake same, including application of first aid, emergency asthma management and anaphylaxis
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate
- Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

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
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 28 – SA WHS Act 2012

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