



Position Information Document

Position Title

Qualified Educator

Reports to

OSHC/Vacation Care Director

Remuneration

ESO Grade 2 – Early Childhood/OSHC stream
Employment conditions in accordance with the South Australian Catholic Schools Enterprise Agreement 2020 (as amended or replaced)

BROAD PURPOSE

The OSHC Qualified Educator will support the OSHC team at Holy Family Catholic School in the provision of quality OSHC services. The OSHC Qualified Educator will be responsible for assisting the OSHC service to lead a balanced and engaging learning environment which is centred upon the needs of the children and outlined in the National Quality Standards.

The OSHC Qualified Educator is required to support and contribute to the Catholic Identity, Mission and Vision of Holy Family Catholic School. The non-teaching staff fulfil a vital role in supporting the successful operations of the School. At Holy Family Catholic School ESO staff are expected to participate fully in the life of the School and to support activities, events, and functions. They may be required to assist with allocated tasks at major school events such as sports days, masses and other activities. Non-teaching staff shall attend staff meetings and other meetings as required. They are to be cognisant of the guiding principles of the CESA (Catholic Education SA) Live, Learn, and Lead (LLL) Framework which outlines key capabilities, knowledge, and dispositions that enable young people to contribute to society and enjoy meaningful and spiritually enriched lives.

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REPORTING RELATIONSHIP

(to whom the employee reports, staff for whom the employee is responsible and other connections and working relationships in and outside the school)

- OSHC/Vacation Care Director
- OSHC/Vacation Care Assistant Director

Working Relationships

- School Leadership
- OSHC team
- Teachers and ESOs
- Students and their families
- Relevant outside organisations, professionals from time to time

KEY RESPONSIBILITIES

- Liaise with the Director and in consultation with the staff develop, implement and evaluate a quality OSHC program which is based on individual and group needs of the children
- Support the service in attaining and maintaining OSHC National Quality Standards
- Work in accordance with OSHC National Standards for South Australia
- Provide supervision, guidance and support for children, staff and volunteers
- Assist in supervision of children participating in the OSHC Program, including homework, internal and external play, art and craft and other activities
- Apply appropriate behaviour education practices and procedures accordance with the School's policy
- Liaise with the Director and staff to maintain clear lines of cooperation and communication
- Provide a safe and healthy environment for children, assisting the Director to ensure that the premises and facilities are secure, hygienic and in good condition
- Provide objective written and oral observations of children while maintaining confidentiality
- Develop, implement and evaluate daily routines in consultation with other staff
- Assist children with personal hygiene where needed
- Deal with emergencies and hazards, direct other staff accordingly and report to the director as soon as possible
- Prepare and serve food as required
- Attend staff meetings as required
- Duties as specified by the WHS Coordinator for Emergency Evacuation and Lock in procedures.

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PROFESSIONAL RESPONSIBILITIES

- Have a commitment to uphold and contribute to the ethos of Catholic schools.
- A commitment to uphold and contribute to the charism of Holy Family Catholic School.
- Always promote and speak well of Holy Family Catholic School and its staff addressing any personal concerns with the Principal as required.
- Understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the School's policies, guidelines, and procedures.
- Perform responsibilities in a manner which reflects and responds to continuous improvement.
- Demonstrate high professional standards and present an appropriate image in line with the School's Staff Dress Code.

PROFESSIONAL SPECIFICATIONS

- Patience and flexibility when dealing with a range of situations and people, including the ability to respond to staff and needs of children
- Possess excellent interpersonal and communication skills
- Ability to ensure high levels of confidentiality are maintained
- Be flexible and adaptable in their approach to work practices and management strategies
- Be able to demonstrate efficient organisational skills and initiative
- Have the ability to encourage positive team commitment and contributions through his/her own commitment, enthusiasm and energy.
- Perform any other duties as directed from time to time by the Principal, Leader of Learning and/or their delegate which are to be treated as priority.
- In the future, it may be necessary for the Principal to re-allocate the duties of Education Support Officers in the School, in which case you may be required to perform other duties than those specified in this Position Information Document

CHILD PROTECTION AWARENESS

Holy Family Catholic School assures the right of every member to a safe environment and the responsibility of every person to promote safe practices. Holy Family Catholic School is committed to Child Protection and protective practices. This includes responsibility of the School's employees for Child Protection.

Child-Safe Environments Responding to Risks of Harm, Abuse and Neglect: Education and Care (RRHAN-EC) training is now a compulsory certificate for all staff working in a school environment and all staff need to attend 3 yearly updates.

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WORKPLACE HEALTH & 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
- 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 27 and 28 WHS Act 2012

SPECIFIC REQUIREMENTS

- Completed qualifications to work in an OSHC service as recognised by ACECQA
- Approved Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC) certificate.
- Current Provide First Aid in an Education and Care Setting (HLTAID012) certificate
- Current acceptable Department of Human Services (DHS) Working With Children Check (WWCC)
- Salt learning modules (or equivalent), as issued by Catholic Education SA
- Annual sign off is required for:
 - CESA Code of Conduct
 - CESA Privacy Statement
 - CESA ICT Acceptable Use Guidelines
 - Protective Practices for Staff in their interactions with children and young people.

The Position Information Document is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Information Document is subject to review and modifications by the Principal, in response to the strategic direction of the School, and the development of the skills and knowledge of the position.

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