



## Position Description

<b>TITLE OF POSITION</b>	<b>Educator - Qualified</b>
<b>DEPARTMENT</b>	<b>Out Of School Hours Care</b>
<b>REPORTS TO</b>	<b>OSHC Director</b>
<b>STREAM</b>	<b>Early Childhood Education OSHC Stream</b>
<b>CLASSIFICATION</b>	<b>Grade 2</b>
<b>NUMBER OF DIRECT REPORTS</b>	<b>0</b>

### SIGNIFICANT WORKING RELATIONSHIPS

- Principal – through the OSHC Director/ OSHC Assistant Director

### 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.

### KEY RESPONSIBILITIES

Duties include, and are 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 the most senior person in close proximity, and assist as directed

- Report any hazard to a qualified staff person or the 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

## 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

## ROLE 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
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- ACECQA approved First Aid qualification, or willingness to undertake same, including application of first aid, emergency asthma management and anaphylaxis
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their 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, with any reasonable instruction given by the employer.
  - Co-operate 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.

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 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.