

## 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

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 (Early Childhood/OSHC) 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 (Early Childhood/OSHC) holding an ACECQA approved Diploma level qualification will have the capacity where required to act as the Responsible Person for short periods of absence of the OSHC Director.

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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

### Working Relationships

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

## KEY RESPONSIBILITIES

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 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 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

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## 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 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

## 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.

## 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*

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## SPECIFIC REQUIREMENTS

- Approved ACECQA qualification to work in an OSHC service.
- 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)
- Food Handling certificate
- 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.

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.

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