

## Position Information Document

**POSITION TITLE:** OSHC UNQUALIFIED EDUCATOR

**ESO GRADE:** 1

**ESO STREAM:** Early Childhood Education OSHC Stream

### Key Working Relationships

The OSHC Worker is responsible to the school Principal through the OSHC Director.

### Broad Purpose

Education Support Officers Grade 1 will have the knowledge, skills and demonstrated capacity to perform routine tasks under general supervision and more complex tasks involving the use of theoretical knowledge under close supervision. An Education Support Officer Grade 1 will within a school facility such as an Out of School Hours Care, or Vacation Care program, under direction apply knowledge, skills and demonstrated capacity to perform routine functions consistent with their training.

### 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 being encouraged to contribute 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
- 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

### **Specific Requirements**

- Applicable First Aid Certificate relevant to the role requirements
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings.

CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

### **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; and
- 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.

## Position Information Document

**POSITION TITLE:** OSHC QUALIFIED EDUCATOR

**ESO GRADE:** 2

**ESO STREAM:** Early Childhood Education OSHC Stream

### Key Working Relationships

The OSHC Worker is responsible to the school Principal through the OSHC 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.

### 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 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

### **Specific Requirements**

- Approved ACECQA Certificate 3 level qualification or higher. (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
- 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

CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings.

### **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; and
- 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.