

Position Information Document

Out of School Hours Care Educator (Unqualified)

Location:	Xavier College Gawler Belt, Two Wells and Evanston
Employment Status:	Casual
Classification Level:	As per SA Catholic Schools Agreement 2020, Education Support Officer, Grade 1 Early Childhood Education/OSHC Stream
OSHC Operational Hours:	Monday to Friday (excluding Public Holidays) Before School: 6.30am – 9.00am After School: 2.30pm – 6.30pm Pupil Free Days: 6.30am – 6.30pm Vacation Care Days: 6.30am – 6.30pm

Key Working Relationships

- OSHC Director
- College Leadership
- College Staff
- OSHC Staff/Educators
- Parents/Guardians/Children/Volunteers

Responsible To

Reports directly to the OSHC Director for day-to-day activities, the Head of Campus and ultimately responsible to the Principal.

Broad Purpose

The OSHC Educator will actively support and contribute to the Catholic Identity and Salesian ethos, mission, and vision of Xavier College and will adhere to the guiding principles of the Living, Learning Leading Framework which outlines CESA key capabilities, skills, knowledge and dispositions that enable young people to contribute to society and enjoy meaningful and spiritually enriched lives, as well as work within the ACECQA guidelines and My Time Our Place Curriculum.

RUAH is the Hebrew word for Breath of God – this will translate as Respect; Understanding; Affection and Humour. These are guiding principles that are intrinsic to our treatment of self and each other. They complement the Salesian Charter of:

- A Home that welcomes
- A Parish that evangelises
- A School that prepares for life
- A Playground where friends meet and enjoy themselves

The OSHC Educator (Unqualified) will have the knowledge, skills and demonstrated capacity to perform routine tasks and more complex tasks involving the theoretical knowledge under close supervision. They will work collaboratively with other staff to assist in the supervision and care of the children attending the Service. Working under the direction of the OSHC Director, ensuring that the quality of supervision and care is in keeping with the

ethos, values and vision of Xavier College and the Salesian Charter and including encouraging and promoting the nurturing of collaboration, creativity, critical thinking and communication within the Service, allowing the children agency over their learning.

Key Responsibilities

The OSHC Educator will:

- Work collaboratively with other team members in the inclusion, support and care of children
- 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
- Assist children with personal hygiene
- Interact positively with children and families
- Role model language and behaviour appropriate for children's guidance, through positive interaction and following management procedures
- Actively contribute to the collaborative culture of the Service
- Refer families to senior educators/staff in a sensitive, supportive and professional manner
- Be familiar with and adhere to child safe environment and mandatory reporting guidelines and procedures
- Adhere to and work in accordance with food safety regulations
- Assist in maintaining a stimulating and healthy environment for children
- Assist in the preparation, setup, and pack up of designated indoor and outdoor OSHC areas and activities, in line with the program and in collaboration with team members, ensuring all areas clean, tidy, and secure each day
- Assist in ensuring that equipment is safely stored and well maintained
- Report emergencies, facility or maintenance issues to the OSHC Director in a timely manner
- Report any hazard to a qualified Educator or OSHC Director, and assist as directed
- Actively participate in performance feedback discussions including goal setting and self-assessment tools
- Attend staff meetings and undertake training, as required
- Understand and work according to the policies and procedures associated with the OSHC National Quality Standards for South Australia
- Support the service in attaining and maintaining OSHC Quality Assurance
- Understand and adhere to all Xavier College policies and procedures

Person Specification

- A commitment to support the Catholic and Salesian ethos of the College
- 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

Role Requirements

- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA

- Acquire and maintain Catholic Police Clearance to work in Catholic Education SA
- Current Responding to Risks of Harm, Abuse & Neglect – Education and Care certificate
- First Aid certificate (HLTAID012)
- Safe Food Handling training
- 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

Performance Review

It is expected that the employee will undertake a Performance Review at a mutually agreed time with the employer as per the Catholic Schools Enterprise Agreement 2020 (as amended).

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.