

Position Information Document

Out of School Hours Care Educator (Qualified)

Location:	Xavier College Gawler Belt, Two Wells, Evanston
Employment Status:	Casual
Classification Level:	As per CESA Enterprise Agreement 2020, Education Support Officer, Grade 2 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 (Evanston campus only): 6.30am – 6.30pm

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

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

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.

- 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 (Qualified) works under minimal direction of the OSHC Director (or delegate) and collaborates effectively with other staff. They perform routine and some complex tasks using relevant theoretical knowledge. They assist in the supervision and care of children, ensuring high-quality, values-aligned support in line with Xavier College's ethos and the Salesian Charter. The OSHC Educator contributes to fostering a nurturing environment that promotes collaboration, creativity, critical thinking, communication, and supports children's agency over their learning and development.

Key Responsibilities

The OSHC Educator will:

- Work collaboratively with other team members in the inclusion, support and care of children and implementation and evaluation of developmentally appropriate programs for individual children or groups
- Work with individual children with additional needs, children with complex health support needs and children from culturally and linguistically diverse backgrounds
- Assist in the preparation of program planning for individual children and groups, while contributing verbally to the program
- Record observations of individual children or groups for program planning purposes for qualified educators
- Interact with children and families in a positive, sensitive and respectful manner
- 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 and ensure 'best practice' is adhered to at all times
- 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
- 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
- Understand and adhere to the SACCS Duty of Care policy and procedures and the Protective Practices for Staff in their Interactions with Children and Young People Guidelines
- Effective communication skills
- Ability to maintain confidentiality and discretion
- 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 level qualification for qualified educators working in children's education and care services. (List of approved qualifications here: <https://www.acecqa.gov.au/qualifications/nqf-approved>)
- 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.