

# Position Information Document

## Out of School Hours Care Educator (Qualified)

<b>Location:</b>	Xavier College Gawler Belt, Two Wells and Evanston
<b>Employment Status:</b>	Casual
<b>Classification Level:</b>	As per SA Catholic Schools Agreement 2020, Education Support Officer, Grade 2 Early Childhood Education/OSHC Stream
<b>OSHC Operational Hours:</b>	Monday to Friday (excluding Public Holidays) Before School: 6.30am – 9.00am After School: 2.30pm – 6.00pm Pupil Free Days: 6.30am – 6.00pm Vacation Care Days: 6.30am – 6.00pm (Evanston Campus Only)

- 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

Working under general supervision, the OSHC Educator (Qualified) Grade 2 will demonstrate relevant knowledge and experience to perform a wide variety of duties in an Out of School Hours Care (OSHC) service. Receiving general instruction on unusual, non-routine, difficult or new practices, the ESO OSHC actively supports the programs within an OSHC or Vacation Care program.

## Key Responsibilities

Duties include, and not limited to:

- Assist in the preparation, implementation and evaluation of developmentally appropriate programs for individual children or groups.
- Work in accordance with relevant legislation including [Education and Care Services National Regulations \(2011 SI 653\)](#), the [Education and Care Services National Law Act](#), the [SA Education and Early Childhood Services \(Registration and Standards\) Act 2011](#).
- Apply skills, knowledge and experience to ensure work is undertaken in accordance with OSHC policies and procedures to support the service in attaining and maintaining compliance with National Quality Framework and Standards.
- Be responsible for recording observations of individual children or groups for program planning purposes for qualified employees.
- Work with individual children with particular needs and assist children with personal hygiene and the implementation of their daily care routines.
- Support the inclusion of children with additional needs, including children with disabilities, children with complex health support needs and children from culturally and linguistically diverse backgrounds.
- Form positive relationships and appropriate interaction with children and families who attend the OSHC service.
- Work with other team members in the inclusion, support and care of children, and implement positive behaviour management procedures consistent with policy and protocols, seeking guidance/assistance from senior employees as needed.
- Work in accordance with food safety regulations and utilise appropriate PPE and safe work practices.
- Undertake a range of general administration duties appropriate to the role e.g. handle phone or in-person general enquiries, take messages to pass on to an OSHC leader, collate consent forms for excursions, complete time books, respond to roster requests, complete incident and other forms as applicable, etc.
- Report all incidents and hazards in a timely manner to a senior/qualified OSHC leader, as applicable and provide general assistance appropriate to the responsibilities of the position.
- Actively and positively participate in required school and OSHC service activities, events, meetings, professional reviews, training and professional development activities.
- Undertake other duties, as required by the Principal (or delegate).

## Person Specification

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrated ability to work with, supervise, and communicate effectively with children in an OSHC service or similar setting Some experience working with children with special needs is highly desirable.
- Strong communication and interpersonal skills to work effectively as part of a team, taking direction from authorised senior staff/teachers/Director to establish a cohesive team dynamic.
- Able to apply a range of well-developed skills to a variety of predictable problems and occasional unpredictable problems consistent with knowledge.
- Demonstrate relevant knowledge with experience to perform a wide variety of duties usually without instruction and seek information and advice as necessary.
- Competent in undertaking general administrative tasks and using a computer and Microsoft Office (Outlook, Word, Excel) for recording student and family administrative matters efficiently for use and access by relevant stakeholders.
- Experienced in taking responsibility for own work and outcomes to specified standards and work with individual and groups of students and to supervise same. This includes supporting teachers/OSHC Director by working closely with students on pre-prepared and structured educational programs.
- Able to be organised and work under general supervision, receiving instruction on unusual, non-routine, difficult or new practices and interpret available information using discretion and judgement.
- Demonstrated experience in always applying safe work practices and using appropriate personal protective clothing to fulfil role requirements.

- Demonstrated understanding of and adherence to professional practices and associated boundaries in a school/OSHC setting.
- Good physical fitness to participate in a wide variety of OSHC games and other play activities as well as being able to safely set-up and pack up equipment and resources.
- Continence Care training is highly desirable.
- Demonstrated ability to maintain appropriate confidentiality.
- Ability to remain calm, follow instructions, and provide general assistance and support as directed, in the event of an emergency or unexpected situation.
- Willingness to participate in required school/OSHC activities, events, meetings, training, professional reviews and development.

#### Role Requirements

- A Certificate III qualification in a relevant discipline or demonstrated equivalent competencies.
- 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

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.