

# Position Information Document

## Out of School Hours Care Educator (Unqualified)

<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 1 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)

## 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 (or delegate).

## 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 support the delivery of a quality children's program either before and/or after school and/or during term breaks (vacation care) by demonstrating a basic operational knowledge in a moderate range of areas by applying a defined range of skills in a limited capacity. Grade 1 OSHC ESOs work under direct

supervision and receive some instruction on what is required and how it is to be performed, with their work being subject to regular progress checks.

### **Key Responsibilities**

Duties included, and not limited to:

- Assist in the implementation of developmentally appropriate and inclusive programs for children reflecting the multi-cultural and social nature of the community and in keeping with the National Quality Standards.
- Always carry out allocated duties 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](#).
- Under supervision, assist in the implementation of the children's program through positive, sensitive and respectful interactions with children.
- Positively contribute to the collaborative culture of the OSHC service through a team approach to education and care.
- Understand and work according to policies and procedures as trained and inducted associated with the children's program and the National Quality Standards.
- Assist in the implementation of daily care routines for children and the provision of support for additional needs of children with complex health support needs and/or disabilities.
- Assist in the development of good relations with families attending the OSHC service and refer families to senior employees in a sensitive, supportive and professional manner.
- Assist in the preparation of materials and equipment and packing up of indoor and outdoor environment as planned in the OSHC service and that equipment is safely stored and well maintained.
- Be responsible for safe food preparation, cleaning, gardening or general maintenance under guidance, utilising appropriate PPE and safe work practices at all times.
- Assist with any basic administration and associated tasks appropriate to the role e.g. photocopying, completion of time books, responding to roster requests, filling out incident and other forms as applicable, taking messages from a parent/caregiver and passing on to an OSHC leader etc.
- Report any incidents and hazards to a senior/qualified colleague or Assistant Director/Director, as applicable, and seek/provide basic assistance under direction and as 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.
- An understanding of the activities of an OSHC and Vacation Care service and demonstrated basic operational skills to assist with such activities and work with children, under direct supervision.
- Ability to apply a defined range of skills to a limited range of predictable problems, consistent with training within the OSHC service, taking limited responsibility to determine appropriate methods and procedures to achieve required work outcomes.
- Basic administrative skills and working knowledge and ability to use a computer (using Microsoft Office) and other standard office equipment (e.g. phone, photocopier, scanner).
- Ability to assist in the care of children by performing a range of tasks where choice is between a limited range of options, and work is subject to regular progress checks.
- Experience working collaboratively with others as a positive team member and following instruction on what is required and how it is to be performed, making limited judgement from a small and known number of alternatives.
- Sound interpersonal and communication skills to be a positive team member, and safely and responsibly follow instructions and respond appropriately.
- Reasonable organisational and time management skills to carry out required tasks in a timely and competent manner.

- Demonstrated experience in always applying safe work practices and using personal protective clothing as appropriate.
- Demonstrated understanding of and adherence to professional practices and associated boundaries in a school/OSHC setting.
- Good physical fitness to participate in children's games and other play activities as well as being able to safely set-up and pack up materials and equipment.
- Continence Care training is desirable.
- Demonstrated ability to maintain appropriate confidentiality.
- Ability to remain calm in the event of an emergency or unexpected situation and follow directions as provided.
- Willingness to participate in required OSHC/school activities, meetings, events, training etc.

#### Role Requirements

- An accepted Certificate II qualification in Childcare (or relevant discipline) or demonstrated equivalent competencies is highly desirable.
- 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.