**Schedule 3 - POSITION DESCRIPTION**

**Kidzone OSHC and Vacation Care**

**Position Title:** Childcare Services Educator (OSHC)

**Position Objective:**

Kidzone OSHC is a child focused program where the rights of the child are paramount. We aim to include all children, families and educators in an equitable and valued manner by building reciprocal and respectful relationships.

Our vision is to collaborate with children, families and educators to provide a physically and emotionally supportive setting where children feel safe, heard and valued and can therefore reach their full potential through the use of play-based learning and meaningful leisure activities.

Our program operates from 6.30am to 9.00am each morning, from 3.30pm to 6.30pm each afternoon, 6.30am to 6.30pm on pupil free days and 6.30am to 6.30pm during Vacation Care periods.

**Appointment:**

To work alongside and support the teaching staff of Kidzone. To always adhere to the Education and Care Services National Regulations under the Education and Care Services National Law, child protection regulations as well as the policies, goals and philosophy of Kidzone and Encourage Church. To uphold the ‘National Quality Framework’ and ‘National Quality Standards’ as per Kidzone’s philosophy, goals policies and procedures.

**Duties:**

**In relation to the children:**

* Respect and provide support and inclusion for all children, regardless of gender, cultural background or socio-economic status.
* Act as a positive role model, demonstrating appropriate behaviour and language.
* Provide adequate supervision for the children and work towards supporting colleagues in achieving the same. No staff member should be performing another task whilst supervising the children.
* Be a passionate educator and strive to achieve the goals of Kidzone and ensure our philosophy is reflected in daily practice.
* Assist in the collection, recording and evaluation of children's records and observations, as required by the Department of Education and the National Quality Standards.
* Communicate with the children in an open, honest manner and ensure that the child's perspective is regarded as unique and special.
* Be familiar with the relevant Learning Framework and utilise to inspire independent learners.

**In relation to families:**

* Be courteous and helpful to the families.
* Refer families to communicate feeling about their child’s time spent at Kidzone to the Coordinator.
* Look for opportunities where a family may become involved in the Program e.g. Multi-cultural events, craft activities and fund-raising.
* Respect the confidentiality of all information about a child; any concerns should firstly be discussed with the Coordinator.
* You are a mandatory reporter and have the responsibility to report any concerns about abuse immediately.
* Be familiar with all families; greet all families on a personal basis. This will ensure mutual trust and open communication.
* Assist colleagues in completing the Daily Planner and Journal ensuring that this valuable communication tool is being fully utilised.
* Be aware of each child and their needs. In relation to a child's medication requirements, ensure that you have reported to relevant colleagues for verification and ensure that medication is only administered according to prescribed directions. All relevant records must be maintained.
* Attend any parent meetings as requested by the Coordinator.
* All information regarding a child in your care is confidential.

**In relation to colleagues:**

* Communicate respectfully and effectively with the Coordinator, educators, children, families and Church Office staff.
* Follow the directions of the Coordinator and Educational Leader.
* Assist all staff in meeting the needs, supervision, health and safety of all children.
* With the guidance of the Coordinator and colleagues, promote the highest standard of care for the children in accordance with the National Quality Standards.
* Work as a team, sharing responsibilities.
* It is expected that after you have completed your duties that you would assist any other staff member in their duties if they are engaged with the children.
* Be considerate of fellow workers when having breaks by ensuring they are of the appropriate length.
* Attend regular staff meetings and participate in the reflection activities.
* Participate in professional development activities.
* Acknowledge and support the worth of the personal, professional, cultural and linguistic diversities that all staff bring to the program. Every staff member is unique and has something to offer - aim to tap into this wealth of knowledge and incorporate ideas into your own experiences.
* Be familiar with the Program Policies and aim to discuss any concerns or incidents with the Coordinator for further support.

**In relation to the Program:**

* Seek assistance from the Educational Leader and Coordinator in regards to programming, observing and documenting.
* Assist with the planning, implementation and evaluation of the Program.
* Assist with sourcing the developmental records of the children in your care.
* Assist in the set up and maintenance of the in-door and out-door environment (organising any project material, interest areas and general preparation).
* Organise any resource materials, interest areas and general preparation for the Program.
* On the occasions when the numbers of children are below fifteen (15) and therefore only one educator is required, the second educator, can complete relevant administration requirements during this time.

**In relation to the Service:**

* Develop a working relationship with colleagues to ensure the effective operation of the Program.
* Maintain awareness of current issues in children's services.
* Attend staff meetings as required
* Assist in maintaining the Program’s routine and procedures in respect to daily checklists, programming and record keeping.
* Inform the Coordinator of any issues arising that may compromise the children's health, safety or wellbeing, or the efficient operation of the Program.
* Perform any other duties, within the scope of the position, as specified by the Coordinator.
* Ensure that you are on time for your shifts, and that any breaks are taken at the correct time, for the correct length of time, to aid consistency throughout the day.
* Follow housekeeping practices which ensures that all equipment is maintained at an optimal level.
* Assist in completion of the daily, weekly and monthly duties, (cleaning, maintenance etc.) to ensure a safe, clean and hygienic environment that is welcoming to all. All maintenance, O.H. & S. and safety concerns should be immediately reported to the Coordinator for follow-up.
* Assist in providing an environment that is safe, interesting and appealing.
* Always maintain confidentiality and adhere to Kidzone’s policies and the Code of Ethics (Early Childhood Australia Inc.)
* Participate in professional development courses so as to keep up-to-date and informed on current childcare practices.
* Encourage and maintain effective communication between yourself, colleagues and families.
* Ensuring all regulatory requirements are adhered to at all times.
* Gain an understanding of Kidzone’s Quality Improvement and self-assessment procedure (QIPS) and participate when required.

**The paramount consideration of Kidzone is the best interest of the children:**

* Children should receive services that meet their individual needs (including the need of children with a disability) and enhance their physical, emotional, cognitive, social and cultural development.
* Parents have both a right and a responsibility to take an active interest in the Program.
* Current knowledge of stages of physical, emotional, cognitive, social and cultural development of children.
* Current knowledge of health, hygiene and nutritional needs of children.

**Administration:**

* Ensuring all documentation, reflections and evaluations of children’s learning is completed weekly by each educator that reflects our planning cycle.

**Selection Criteria:**

* Maintain the ability to satisfy the criteria for appointment as a Childcare Educator.
* Hold a minimum qualification in Children’s Services or equivalent in a relevant field of study.
* Maintain an understanding of all principles related to child protection.
* Current Working with Children Check and National Police Records Check.
* Demonstrated ability to work within and contribute to a team environment.
* Current First Aid Certificate Level 2, CPR, Asthma and Anaphylaxis qualifications (or be willing to attain).
* A passionate individual who is committed to work within a program that is founded in Christian ethos and values.
* Willing to make time for the role and eager to learn more.
* Approachable and well respected.
* Knowledgeable about theories, pedagogy and the relevant learning frameworks.
* Skilled at supporting educators of varying abilities and learning styles.
* Knowledgeable about the National Quality Framework and related regulatory standards.

**Employment Conditions:**

* Casual Part-time position that encompasses shifts before and after school care and vacation care in a program that operates only during Monday to Friday.
* Position is classified under and paid in accordance with the Federal Children’s Services Award 2010, with additional incentives as decided by the Board of Encourage Church.
* Successful applicants are employed under an initial 3 month probationary period.

**Organisational Relationships**

* Our relationships are fundamental to our success. Our relationships will be respectful, transparent and collaborative in carrying out duties and meeting accountabilities.
* To effectively perform the role, the Employee must develop working relationships within the work unit team, the department and related departments across Encourage Church.
* It is also anticipated that Employees will develop working relationships with external stakeholders whilst fulfilling their roles. It is expected that staff would interact and behave professionally and in accordance with Encourage Church values.

**Personal Qualities & Characteristics**

* **Drive and Commitment:** Enthusiastic and committed. Sets high standards of performance for self and others always carrying a spirit of excellence.
* **Flexibility**: Adaptable. Open to new ideas and change.
* **Team Work:** Cooperates and works well with others. Collaborates and shares information. Shows consideration, concern and respect for others. Encourages resolution of conflict.
* **Details Focus:** Attention to detail. Identify gaps, and work to bring about effective solutions.
* **Planning and Organising:** Identifies processes, task and resource required to achieve a goal. Reviews and adjusts as required, implementing systems and procedures to guide work and track progress.
* **Self-Management:** Plan and prioritise work to ensure outcomes are achieved. Maintain your spiritual, physical and emotional wellbeing (including scheduling annual leave). Demonstrate commitment to ongoing learning and development.
* **Written & Verbal Communication:** Confidently and sensitively convey all information to achieve its purpose.
* **Leadership:** Demonstrated ability to lead oneself and influence others towards the overall Church vision.