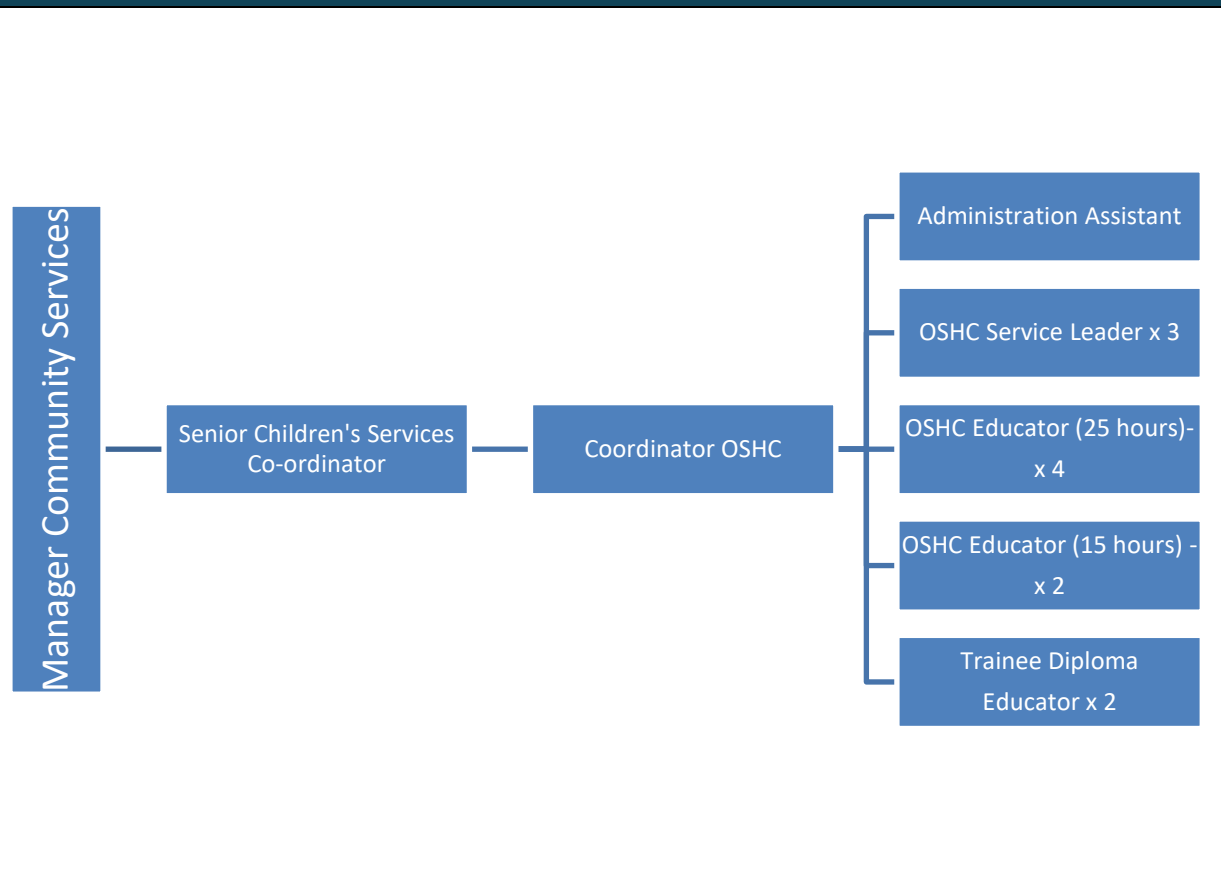


Position Title:	Educator – Out of School Hours Care (OSHC)
Position Number:	4198, 4199, 4200, 4201, 4244, 4281
Division:	Community, Recreation and Cultural Services
Section:	Community Services
Grade:	Grade 3 (Certificate III Educator) / Grade 6 (Diploma Educator)
Delegations:	Nil
Position FTE Hours	38

Primary Purpose

- To provide direct care and supervision of children aged 5-12 years in a safe, nurturing, supportive learning environment that meets the National Quality Framework (NQF)
- To contribute to the educational curriculum that demonstrates the learning practice outcomes outlined in the My Time Our Place Framework for School Aged Children.
- To be placed in the day-to-day charge of an education and care service in the absence of another responsible person if required

Sectional Structure



Selection Criteria

Qualifications/Licences

- Relevant Certificate III or Diploma level qualification (www.acecqa.gov.au/qualifications/)
- Current Provide an Emergency First Aid Response in an Education and Care Setting certificate (HLTAID004) or equivalent
- Current NSW Working With Children Check clearance
- Child Protection certification (CHILD 401A – Identify and respond to children and young people at risk) and knowledge of the mandatory reporting requirements

Skills and Experience - All Educators

- Previous experience working with children aged 5 – 12 years, e.g.: experience within a children’s service, OSHC primary or high school, sports coaching, youth group leadership/mentoring
- Interest and/or skills in craft, sports, group games, cooking or other activities enjoyed by children
- Ability to demonstrate effective communication skills, both verbal and written, and provide effective customer service
- Demonstrated ability to work and contribute as part of a team as well as work with minimal supervision as required.
- Ability to think creatively and to problem solve
- Demonstrated commitment to the development of continuous improvement
- Demonstrated ability to model Council’s key values and desired behaviors

Skills and Experience - Diploma Trained Educators

- Thorough understanding of programming and planning for school aged children
- Demonstrated knowledge of the National Quality Standard (NQS), the National Quality Framework (NQF) and My Time, Our Place Framework for School Aged Children

Key Accountabilities/Duties

All Educators:

- Work as part of a team to provide a safe, supportive, stimulating and educational environment for children aged 5-12 years
- Encouraging children’s feedback on programs and incorporating if and where possible
- Keeping the Service clean and tidy, ensuring that all materials and equipment are collected and packed away safely
- Checking equipment on a regular basis, ensuring it is respected and maintained to an optimal level of safety
- Recognising the needs of children at different stages of development and treating all children with dignity and respect
- Developing and maintaining positive partnerships with families and forming relationships with children which are comforting and nurturing
- Sharing information with families relating to their child and the daily activities of the service
- Being aware of children’s additional needs/requirements in diet/allergies etc.

- Ensure a high-quality standard of care is provided and that a happy, safe and professional environment is maintained
- Work in line with the approved Delivery/Operational Plan, and in accordance with adopted standards, regulations, policies and procedures, including the National Quality Framework and Standards, the Service philosophy and MTOP Framework, and be committed to the implementation of these processes and procedures
- Attend staff meetings, ongoing professional development and training programmes after hours and as required
- Ensure the OSHC Co-ordinator and Team Leader are informed of any issues which would affect the children or the smooth running of the service
- Seek assistance from the Educational Leader or OSHC Co-ordinator with regards to programming as required
- Participate as an active team member by communicating effectively and ethically with all members of the team, and share knowledge to ensure legislative requirements are met by the service
- Contribute to the critical reflection on the practices of the service and assist to develop and implement a Quality Improvement Plan in accordance with the National Quality Standards
- Undertake Enterprise Risk Management (ERM) Assessments and implement ERM action plans
- Always ensure the safety of children and young people
- Uphold the culture, policies, procedures, and practice required in a child safe organisation
- Be aware of child safety risks relevant to the role and contribute to the management and mitigation of risks, proportionate to role and function
- Act as the Responsible Person / Certified Supervisor for the service when required.
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

Diploma Trained Educators

- Undertaking the planning, implementation, and evaluation of OSHC programs and play based learning, ensuring there is a variety of passive and active activities, which are suitable to the individual needs and interests of the children, are relevant to the local community and link to the My Time, Our Place Framework (MTOP) outcomes, principles and practices
- Ensuring the documenting of children observations and evaluations with reference to the outcomes for the My Time Our Place Framework are undertaken, and ensuring ongoing records are maintained
- Developing and maintaining positive public relations with local schools, groups and authorities

Certificate III Educators

- Assisting with the development and delivery of OSHC programs and play based learning, ensuring there is a variety of passive and active activities, which are suitable to the individual needs and interests of the children, are relevant to the local community and link to the My Time, Our Place Framework (MTOP) outcomes, principles and practices
- Assisting with documenting child observations and evaluations with reference to the outcomes for the My Time Our Place Framework;
- Maintaining positive public relations with local schools, groups and authorities;

Position Capabilities	
The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available The focus capabilities for this position are:	
Group	Capability
Personal Attributes	Manage Self - Foundational "Does it" <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning.</i> <ul style="list-style-type: none"> • Checks understanding of own role within the team • Proactively seeks instruction and guidance • Approaches work tasks with energy and enthusiasm • Stays up to date with knowledge, training and accreditation in relevant skills areas • Is willing to learn and apply new skills • Learns from mistakes and the feedback of others
	Ownership - Demonstrates "Achieves it" <i>Take responsibility and ownership of work and delivering to quality standards.</i> <ul style="list-style-type: none"> • Undertakes work with care and concern for results achieved • Demonstrates ownership through language and behaviour • Speaks up when errors made • Able to get work completed to the required standard
Relationships	Customer Focus - Demonstrates "Achieves it" <i>Commit to delivering customer focused services in line with strategic objectives.</i> <ul style="list-style-type: none"> • Identifies and responds quickly to customer needs • Demonstrates a thorough knowledge of services provided • Puts the customer and community at the heart of work activities • Takes responsibility for resolving customer issues and needs
Results	Plan and Prioritise - Foundational "Does it" <i>Plan and organise work in line with organisational goals, and adjust to changing priorities.</i> <ul style="list-style-type: none"> • Understands team objectives and own contribution • Plans and organises own work tasks • Asks when unsure about the relative priority of allocated tasks • Manages time appropriately and re-prioritises as required • Identifies and informs supervisor of issues that may impact on completion of tasks
Technical	Information and Technology - Demonstrates "Achieves it" <i>Use technology and information to maximise efficiency and effectiveness.</i> <ul style="list-style-type: none"> • Shows confidence in using core office software and other computer applications • Makes effective use of records, information and knowledge management systems • Supports the introduction of new technologies to improve efficiency and effectiveness
	Finance, Procurement and Contracts - Foundational "Does it" <i>Understand and apply procurement and financial processes to ensure effective purchasing and contract performance in line with legislation and policy.</i> <ul style="list-style-type: none"> • Calculates and records financial information accurately • Seeks approval from manager/supervisor for expenses and claims, as required by policies or guidelines • Checks quotes and invoices for accuracy • Checks that invoiced fees and charges match goods or services delivered and/or charged

Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team

- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.



I acknowledge that I have read and understood the duties and responsibilities of the position as outlined in the above Position Description

Name of Employee	
Signature of Employee	
Date	