



Position Information Document

Position Title	OSHC WORKER - QUALIFIED					
Stream	<input type="checkbox"/>	Administration	<input type="checkbox"/>	Services	<input type="checkbox"/>	Resources
	<input type="checkbox"/>	Curriculum	<input type="checkbox"/>	Boarding	<input checked="" type="checkbox"/>	Early Childhood/ OSHC
Grade	<input type="text" value="2"/>					

Key Working Relationships

- School Leaders
- School staff
- Students
- Parents/Caregivers
- Parish staff
- CESA staff

Broad Purpose

Non-teaching staff fulfil a vital role in supporting the education program of the school. They must support the aims and philosophy of the school by making a positive contribution to the development of a Christian Community. The non-teaching staff must be aware of and comply with the Workplace Health & Safety policies and practices of the school. Occasionally non-teaching staff will be required to attend professional development sessions at the school or elsewhere, within or outside of the employee's normal working hours. The non-teaching staff are encouraged to participate fully in the life of the school community and to support school activities and functions. They may be required to assist with allocated tasks at major school events such as sports days, masses, Spring Fair and other activities. Non-teaching staff shall attend staff meetings and other meetings as required.

Any Special Conditions

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CLASSIFICATION OF THE POSITION

As per the SA Catholic Schools Enterprise Agreement 2020, Education Support Officers Grade 2 will:

Supervision and Direction	Use of Knowledge	Use of Skill and Problem Solving	Control, Authority and Decision-Making	Judgment	Responsibility and Accountability	Responsibility for Other
<p>Receives general supervision</p> <p>Receives instruction on unusual, non-features or new practices</p> <p>Progress checks confined to the unusual or difficult aspects</p> <p>Assignments reviewed on completion</p>	<p>Demonstrate some relevant theoretical knowledge</p> <p>Has the technical knowledge or experience to perform a wide variety of duties usually without technical instruction</p> <p>Seeks information and advice as necessary</p> <p>Holds a Certificate 3 or demonstrates equivalent competencies identified in relevant certifications at this grade</p>	<p>Apply a range of well developed skills to a variety of predictable problems and Occasional unpredictable problems consistent with their knowledge</p>	<p>Some discretion is required within specified guidelines</p>	<p>Interpret available information, using discretion and judgment</p>	<p>Take responsibility for own work and outcomes to specified standards</p>	<p>May be required to work with individual students or groups of students and to supervise students</p> <p>May support teachers (and Directors of OSHC) by working closely with individual and small groups of students on pre-prepared and structured educational programs</p> <p>May be expected to take a leading role when working with ESOs at 1A, 1</p>

DUTY STATEMENT

- Liaise with the Director and in consultation with the staff develop, implement and evaluate a quality OSHC program which is based on individual and group needs of the children
- Support the service in attaining and maintaining OSHC National Quality Standards
- Work in accordance with OSHC National Standards for South Australia
- Provide supervision, guidance and support for children, staff and volunteers
- Assist in supervision of children participating in the OSHC Program, including homework, internal and external play, art and craft and other activities
- Apply appropriate behaviour education practices and procedures accordance with the School's policy
- Liaise with the Director and staff to maintain clear lines of cooperation and communication
- Provide a safe and healthy environment for children, assisting the Director to ensure that the premises and facilities are secure, hygienic and in good condition
- Provide objective written and oral observations of children while maintaining confidentiality
- Develop, implement and evaluate daily routines in consultation with other staff
- Assist children with personal hygiene where needed
- Deal with emergencies and hazards, direct other staff accordingly and report to the director as soon as possible

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- Prepare and serve food as required
- Attend staff meetings as required
- Duties as specified by the WHS Coordinator for Emergency Evacuation and Lock in procedures.
- Any other duties as directed by the Principal or his delegate within the scope of the role and duties as a staff member.

In the future, it may be necessary for the Principal to re-allocate the duties of Education Support Officers in the School, in which case you may be required to perform other duties than those specified in this Position Information Document

PERSON SPECIFICATIONS

- Patience and flexibility when dealing with a range of situations and people, including the ability to respond to staff and needs of children
- Possess excellent interpersonal and communication skills
- Ability to ensure high levels of confidentiality are maintained
- Be flexible and adaptable in their approach to work practices and management strategies
- Be able to demonstrate efficient organisational skills and initiative
- Have the ability to encourage positive team commitment and contributions through his/her own commitment, enthusiasm and energy.

WORKPLACE HEALTH & SAFETY

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- Take reasonable care for your 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 to, with any reasonable instruction given by the employer
- Cooperate 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

Reference: Division 4, Section 27 and 28 WHS Act 2012

SPECIFIC REQUIREMENTS

Qualifications and Training

- Completed qualifications to work in a child-related industry as recognised by ACECQA
- Approved Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC) certificate
- Current Provide First Aid in an Education and Care Setting (HLTAID012) certificate
- Current acceptable Department of Human Services (DHS) Working With Children Check (WWCC)

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.

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