



Position Information Document

Out of School Hours Care (OSHC) Educator (Qualified)

Location:	Xavier College Gawler Belt, Two Wells and Evanston
Employment Status:	Casual
Classification Level:	As per CESA Enterprise Agreement 2020, Education Support Officer, Grade 2 Early Childhood Education/OSHC Stream
Normal hours of work:	As per roster
OSHC Operational Hours:	Monday to Friday (excluding Public Holidays) Before School: 6.30am – 9.00am After School: 2.30pm – 6.30pm Pupil Free Days: 6.30am – 6.30pm Vacation Care: 6.30am – 6.30pm

Key Working Relationships

- OSHC Director
- College Leadership
- College Staff
- OSHC Staff/Educators
- Parents/Guardians/Children/Volunteers

Responsible To

The Out of School Hours Care (OSHC) Educator (Qualified) will report to the Out of School Hours Care Director for day-to-day activities, the Business Manager for operational matters, the Two Wells Head of Campus and ultimately is responsible to the College 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 will work under the direction of the OSHC Director and collaboratively with other staff within the OSHC team to assist in supervision and care of the children attending the Service, ensuring that the quality of supervision and care is in keeping with the ethos, values and vision of Xavier College and the Salesian Charter and including encouraging and promoting the nurturing of collaboration, creativity, critical thinking and communication within the Service, allowing the children agency over their learning.

Key Responsibilities

The OSHC Educator will:

- Work collaboratively with other team members in the inclusion, support and care of children
- Assist in the preparation, implementation and evaluation of developmentally appropriate programs for individual children or groups
- Be responsible for recording observations of individual children or groups for program planning purposes for qualified employees
- Work with individual children with additional needs, children with complex health support needs and children from culturally and linguistically diverse backgrounds
- Interact with children and families in a positive, sensitive and respectful manner
- Ability to maintain a high level of confidentiality and discretion
- Role model language and behaviour appropriate for children's guidance, through positive interaction and following management procedures
- Actively contribute to the collaborative culture of the Service
- Refer families to senior educators/staff in a sensitive, supportive and professional manner
- Be familiar with and adhere to child safe environment and mandatory reporting guidelines and procedures
- Adhere to and work in accordance with food safety regulations and ensure 'best practice' is adhered to at all times
- Assist with maintaining a stimulating environment in the way of classroom/area displays
- Assist in the preparation of materials and equipment and packing up of the indoor and outdoor environmental as planned in the program
- Responsible for basic cleanliness of the OSHC area and in conjunction with other team members, ensure that the area is left clean, tidy and secure each day
- Assist in ensuring that equipment is safely stored and well maintained
- Report any facility or maintenance issues to the OSHC Director in a timely manner
- Attend staff meetings and training as required and have the ability to use opportunities to self-reflect through a variety of means that include but are not limited to staff appraisals, goal setting, feedback from a variety of sources, and self-assessment tools.
- Understand and work according to the policies and procedures associated with the National Quality Standard
- Understand and adhere to the *SACCS Duty of Care* policy and procedures and the *Protective Practices for Staff in their Interactions with Children and Young People Guidelines*
- Understand and adhere to all Xavier College policies and procedures

Person Specification

Essential Requirements

- A commitment to support the Catholic and Salesian ethos of the College
- Approved ACECQA Diploma level qualification for educators working in children's education and care services. (List of approved qualifications here: <https://www.acecqa.gov.au/qualifications/nqf-approved>)
- 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)
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy
- Understand and adhere to the SACCS Duty of Care policy and procedures and the Protective Practices for Staff in their Interactions with Children and Young People Guidelines
- Safe Food Handling training
- Excellent IT skills
- Demonstrated ability to model and teach appropriate behaviours and provide proactive support for children as they learn
- Excellent interpersonal and communication skills
- Highly developed observation and reporting skills
- Ability to work with individual children with particular needs
- Willingness to be flexible and complete duties as required
- Willingness to undergo training as required

Desirable

- Post-graduate qualifications in Education

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.

Performance Review

It is expected that the employee will undertake a Performance Review at a mutually agreed time with the employer as per the Catholic Schools Enterprise Agreement 2020 (as amended).