



## Guildford Grammar School

# POSITION DESCRIPTION

<b>Position Title:</b>	Out of School Hours Care Educator
<b>Date Established:</b>	April 2024
<b>Reports to:</b>	Director of Little Explorers and OSHC

## POSITION OVERVIEW

Guildford Grammar School is committed to delivering the highest standard of education, inspiring students to achieve personal excellence within a warm and inclusive community environment. The School employs staff who are passionate and energetic in their profession and place student learning and well-being at the forefront of all they undertake.

Working alongside a dynamic and inclusive team, the Out of School Hours Educator provides positive experiences and routines which encourage opportunities for children that promote their individual interests, independence and self-help skills, and which foster self-expression and self-esteem through the provision of a stimulating, engaging and balanced program.

Out of School Hours Educators may be asked to assume the role of Responsible Person in day to day charge, dependent on their experience and relevant qualifications, as required under the National Regulations. Out of School Hours Care encompasses Before School Care, After School Care and Vacation Care and thus staff are expected to work flexibly to support the hours in which the service operates.

## REQUIRED COMPETENCIES AND SKILLS

### Education, Training & Experience

- Possess or be actively working toward; a relevant Certificate III, Certificate IV, Diploma or Bachelor's Degree in a field relevant to OSHC qualification requirements. Early Childhood qualifications are highly desirable
- Knowledge and experience in using the Early Years Learning Framework, My Time, Our Place and National Quality Framework in a centre based education and care environment
- Current First Aid and Food Handling Safety certificates, or willingness to obtain.

### Personal Attributes & Values

- Be able to quickly and genuinely build rapport with children, staff and caregivers.
- Shows empathy and compassion, with a genuine interest in assisting children and families.

- Possesses excellent verbal and written communication skills.
- Demonstrates respect for diversity and actively supports inclusive practices.
- Displays a growth mindset and optimistic approach to challenges.
- Embraces and applies feedback as an opportunity for professional growth.
- Is resilient, flexible and adapts quickly when required.
- Show creativity and innovative skills to plan and implement programs that meet the needs of all children.
- Demonstrates commitment to the Vision and Values of the School.
- Be supportive of the ethos and values of the Anglican tradition of the School.
- Be responsible and held accountable for continuing compliance with our Child Protection and Reporting Policy. It is expected that all staff will maintain contemporary knowledge of the Policy and enact the Policy at all times. All staff have a responsibility to raise any concerns they have about Child Protection.

## KEY RESPONSIBILITIES & TASKS

These include, but are not limited to:

### Support & Participate in Day-to-Day Operations

- Participate in a team to deliver programs during Before School Care, After School Care and/or Vacation Care.
- Ensure all interactions with children, their families and the team are positive and reflect the policies and procedures of the service.
- Treat each child with dignity and respect, taking into consideration any cultural, or other differences.
- Be proactive in ensuring all children are always actively supervised.
- Comply with Child Safe measures as per policy and with the reporting of concerns or allegations of child abuse, injury or illness as required by the School.
- Act as an appropriate role model for children.
- Provide flexible, safe and fun activities for children in the program.
- Support the children to participate in experiences and provide alternative activities as appropriate.
- Engage actively in the children's supervised free play.
- Assist with the set up of the learning environment and planned experiences.
- Document learning stories to share with families.
- Prepare and share healthy and varied meals as required.
- Work as an effective team member and ask for help when needed.
- Where needed, attend to administration tasks.
- Ensure daily attendance sheets, registers and reports are accurate.
- Actively contribute to the educational program.
- Support a culture of reflective practice and ongoing continual improvement.

### Compliance with Statutory & Regulatory Requirements

- Attend training as required and keep up to date and informed of the relevant requirements related to working in an Out of School and Vacation Care service.
- Maintain a professional approach to work which reflects the Service's philosophy, policies and procedures and ensure confidentiality in all aspects of the Centre operations and child and family details.

## Occupational Health & Safety

- Help to execute emergency procedures and drills as required.
- Comply with Occupational Safety and Health policies.
- Take appropriate action in relation to potential or identified hazards and risks to ensure the safety of self and others.

**This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.**