

POSITION DESCRIPTION

EARLY CHILDHOOD EDUCATOR -  
OUTSIDE SCHOOL HOURS CARE (OSHC) &  
VACATION CARE (CASUAL)

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THE FRIENDS' SCHOOL



POSITION HOLDER:	Vacant
SECTION:	Friends' Early Learning
POSITION REPORTS TO:	Deputy Head of Primary School, Years 2 - 6
REPORTS TO POSITION:	Nil
CLASSIFICATION:	Classification to be determined based on qualifications The Friends' School (General, Early Learning & Fitness) Enterprise Agreement 2024 Early Learning Classification
STUDENT CARE:	Yes
PERIOD OF APPOINTMENT:	Casual
HOURS PER WEEK:	Casual

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PURPOSE

To assist with the operations of Friends' Outside School Hours Care by providing a welcoming, friendly, relaxed, safe, engaging and positive learning environment for the children and families who attend Friends' Outside School Hours Care and Vacation Care Programs.

PRIMARY DUTIES

- Ensure that you report any child safeguarding issues with the appropriate mandatory reporting processes and promote a culture where children feel empowered to voice their concerns in creating a child safe environment.
  - Form genuine, caring and professional bonds with the children in your care and, their families.
  - Appropriately supervise the children in your care and actively support colleagues throughout the centre to do the same.
  - Demonstrate effective use of appropriate and supportive behaviour guidance strategies and skills.
  - As a mandatory reporter, immediately report any concerns regarding possible child abuse or neglect to the Nominated Supervisor.
  - Assist in the preparation, implementation and reflection of developmentally appropriate programs for individual children and groups.
  - Responsibility for recording observations of individual children and groups for program planning purposes.
  - Contribute to and implement all program planning as required.
  - Support inclusion of all individuals.
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- Plan and evaluate for their needs through observation and liaison with the Lead Educator.
- Assist with health and safety and room cleanliness and maintenance of equipment.
- Be aware of any additional need requirements of the children in your care, including diet and allergy requirements.
- Be supportive of, and actively embrace, a culture of constant improvement and change.
- Gain a full understanding of the Friends' Early Learning Quality Improvement Plan and undertake any tasks and responsibilities in relation to the completion of such plans as directed by the Educational Leader of Friends' Early Learning and/or Deputy Head of Primary School Years 2 to 6.
- Attend all staff meetings and be an active and engaged participant in such meetings.
- Work safely within the School, while exercising personal safety.

#### D E L E G A T I O N S

- Nil  
However, the position-holder may be required to procure goods within their area, using a School purchase order. The purchase order limit will be set by the Head of Department. Invoices resulting from these purchases must be authorised by the relevant budget holder.

#### K E Y R E L A T I O N S H I P S

- Deputy Head of Primary School, Years 2 – 6
- All Friends' Early Learning and Friends' Primary Years Staff
- Children and parents at OSHC

SELECTION CRITERIA

1. An understanding of the [10 National Child Safe Standards](#) which strive to protect children and young people from abuse and neglect.
2. Have a strong knowledge of the Regulatory Framework and the National Quality Framework relevant to Outside School Hours Care and Early Learning.
3. Have a strong knowledge of:
  - a. For Outside School Hours Care: *My Time, Our Place – Framework for School Age Care in Australia*.
4. Be able to assist in the preparation, implementation and evaluation of developmentally responsive programs for individual children and groups and engaging in collaborative analysis of documentation to inform program planning.
5. Be willing to work with identified children implementing an inclusion plan with the support and direction of Lead Educators.
6. Be able to assist with health and safety of children and staff, and partake in essential routines regarding cleanliness and maintenance of the learning environments and resources.
7. Clearly demonstrate effective use of appropriate and supportive behaviour guidance skills and be able to undertake and implement the requirements of The National Quality Framework.
8. Be a good communicator, relating easily to parents, children and colleagues and be supportive of and actively embrace, a culture of constant professional growth and improvement.
9. Be able to work safely in a Primary School and early learning environment and be fit to undertake the inherent requirements of the position.
10. Show strong support for the *Purpose and Concerns* statement and ethos of The Friends' School.
11. Must hold a current Tasmanian Working with Vulnerable People registration (employment), and provide a National Police Check (less than 6 months old).

ESSENTIAL QUALIFICATIONS

Hold a current:

- ACECQA approved First Aid qualification.
- ACECQA approved Working with Vulnerable People Registration (Tasmania) (Employment Category)
- Satisfactory National Police Check (may be obtained upon offer of appointment)

C O N F I D E N T I A L I T Y

A school environment is one where you will have access to highly confidential information, therefore it is critical for the School to explicitly state the following:

**Definition**

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

**Your obligations**

You are expected to:

- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the school's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

Signed acceptance of the above position description.

Name: .....

Date: .....

Signature: .....

