

POSITION DESCRIPTION

LEAD EDUCATOR OUTSIDE SCHOOL HOURS CARE (OSHC),



POSITION HOLDER:	Vacant
SECTION:	Friends' Early Learning
POSITION REPORTS TO:	Deputy Head of School, Year 2 to 6/OSHC
REPORTS TO POSITION:	OSHC team members
CLASSIFICATION:	The Friends' School (General, Early Learning & Fitness) Enterprise Agreement 2024 – Early Learning Classification
STUDENT CARE:	Yes
PERIOD OF APPOINTMENT:	Fixed-term – 10 January 2025 – 23 December 2025
HOURS PER WEEK:	27.5 hours – term time 38 hours – full-time - during the school holidays

PURPOSE

To lead and support a team of educators in providing a welcoming, friendly, safe, engaging and positive learning environment for children in the OSHC program and the Vacation Care program. To implement and evaluate age relevant educational programs for children that encourage them to explore, learn and play.

PRIMARY DUTIES

- To be responsible for promoting a child safe environment within your area of supervision and the School. To champion this important priority and provide leadership through up to date child safety training for yourself and your team annually and ensure that the Child Safeguarding and Mandatory Reporting Policies are followed. Ensure an environment where children, parents and staff feel comfortable raising concerns in their area of supervision.
- Lead a team of educators to design and deliver an educational program that meets the needs of the children in your care and aligned to the purpose and concerns of The Friends' School.
- Documentation of each child's engagement, and communicate this regularly to parents.
- Form genuine, caring and professional relationships with the children in our care and their families.
- Appropriately supervise the children in our care and actively support colleagues within the OSHC program to do the same.
- Demonstrate effective use of appropriate and supportive behaviour guidance, strategies and skills

- Ensure the program provides an healthy environment with clean and maintained environemnts.
- Maintain current knowledge of the health, hygiene and nutritional needs of children.
- Be aware of any additional need requirements of the children in your care, including wellbeing, health, diet and allergy requirements.
- Be supportive of, and actively embrace, a culture of reflective practice, constant improvement and change.
- Actively contribute to and implement the Friends' Early Learning Quality Improvement Plan and undertake any tasks and responsibilities required by the QIP as directed by the Educational Leader of Friends' Early Learning and/or Deputy Head of School, Year 2 - Year 6/OSHC.
- As part of a team, enthusiastically implement all areas of the My Time Our Place Framework using developmentally responsive, play based pedagogies.
- Recognise the specific and holistic needs of each child's care, grounded in respectful relationships between children and educators.
- Adopt a proactive approach to dealing with whole management issues, including the modeling of appropriate behaviour guidance skills, offering assistance and support to colleagues and ensuring resources and equipment are well maintained and used appropriately.
- Contribute to the ongoing development of a professional and supportive centre culture. This entails attendance at meetings and active participation in professional learning opportunities.
- Work safely exercising personal safety.

DELEGATIONS

- Nil

KEY RELATIONSHIPS

- Head of Primary School
- Deputy Head of School, Early Learning - Year 1
- Children and parents at Friends' Early Learning
- All Early Learning and Primary years' staff

SELECTION CRITERIA

1. Have an understanding of the [10 National Child Safe Standards](#) which strive to protect children and young people from abuse and neglect.
2. ACECQA approved Diploma of Children's Services qualification *or* ACECQA approved Degree in Early Childhood Education or Graduate Certificate in Early Childhood or Primary Teaching. Degree (*Staff with Teaching degrees are required to maintain their teaching registration are desirable but not essential*)
3. Have a strong knowledge of relevant frameworks for School Age Care in Australia:-
 - a. For Outside School Hours Care: *My Time, Our Place – Framework for School Age Care in Australia.*
 - b. The National Quality Standards
4. Be able to assist with health and safety and room cleanliness and maintenance.
5. Clearly demonstrate effective use of appropriate and supportive behaviour guidance skills.
6. Have strong knowledge of the regulatory framework: The National Quality Standards and be able to implement the requirements of these
7. Be supportive of, and actively embrace, a culture of critical reflection, improvement and change.
8. Be a good communicator, relating respectfully to parents, children and colleagues.
9. Have the ability to plan, implement, observe, document and assess a learning program for children in an early childhood education care setting.
10. Be able to work safely in an early learning environment and be fit to undertake the inherent requirements of the position.
11. Show strong support for the *Purpose and Concerns* statement and ethos of The Friends' School.

ESSENTIAL QUALIFICATIONS

Hold a current:

- ACECQA approved First Aid qualification.
- ACECQA approved Tasmanian Working with Vulnerable People, Child Related Activity, Registration (employment category).

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: