

# POSITION DESCRIPTION

## Outside School Hours Care Assistant Educator



**This document** is your roadmap to success. It is an important tool that supports your career and development at Cire and beyond. Our aim is to be clear about what you need to do to achieve success personally and professionally. We will describe the types of activities, tasks and responsibilities that shape your role, as well as showing you what it looks like when you have been successful. It is also important to understand that your behaviours, attitude and demonstration of Cire's Values form part of your success.

### Organisation Profile

Cire Services Inc. is an advanced, community based, not for profit organisation. Cire operates a range of services to meet community needs through education and provision of services.

- We are a **Registered Training Organisation (RTO)** offering accredited, pre-accredited, work skills and leisure courses.
- Our **Community School**, a registered independent school, provides secondary curriculum to students in an alternative school environment.
- Cire **Early Learning** supports children's services for long day care, pre-school programs, occasional care, vacation care and before and after school care.
- **Community Hubs**, bringing people together to connect, learn and contribute in their local community through social, education, recreational and support activities.

### Our Values



OVERVIEW	
Title	Outside School Hours Care Assistant Educator
Business Unit	Early Learning
Department	Outside School Hours Care (OSHC)
Reports To	OSHC Director
Primary Location	Badger Creek
Award and Classification	Children's Services Award 2010
Date Prepared	October 2021

POSITION PURPOSE
The OSHC Assistant Educator draws on their expertise and knowledge to manage the delivery of a high quality learning experience for children. They promote the well-being and development of each child in a safe and nurturing environment, working collaboratively and mentoring the team to achieve goals.

PARAMETERS	
Direct Reports	None
Key Internal Stakeholders	OSHC Coordinator, OSHC Director, Executive Manager - Early Learning, Bus Drivers
Key External Stakeholders	Families, children, teachers, schools

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Key Challenges	<ol style="list-style-type: none"> <li>1. To ensure compliance to legislation and regulatory requirements</li> <li>2. Continually developing new and engaging programs</li> <li>3. Supporting challenging behaviours</li> </ol>
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### QUALIFICATIONS AND CERTIFICATIONS

- Diploma in Early Education and Care or equivalent
- Level 2 First Aid Certificate
- Food Handlers Certificate
- Current Working with Children Check
- Clear Police Check
- Clear Australian Right to Work Check
- Full Australian drivers licence

### KNOWLEDGE AND EXPERIENCE

- Experience in an Early Childhood role
- Demonstrated ability to plan activities and programs
- Working knowledge and experience managing challenging behaviours through supportive play and nurturing
- Understanding of childcare industry standards and legislation

### CAPABILITIES

- High level of customer service
- Excellent communication skills, verbal and written
- Ability to work effectively in a team environment
- Compassionate, caring and empathetic

YOUR AREAS	WHAT YOU DO	SUCCESS MEASURES
Programs	<ul style="list-style-type: none"> <li>• Support and assist in the provision of a safe environment for children</li> <li>• Arrange play spaces that are inviting and encourage children to express themselves creatively</li> <li>• Support and assist in the ongoing sharing of information with families in relation to the care, welfare and development of their children</li> <li>• Support and assist in the provision of a program that is innovative, culturally appropriate and values individual needs</li> </ul>	<ul style="list-style-type: none"> <li>• Programs are engaging, relevant and appropriate</li> <li>• Positive feedback from families and children</li> <li>• Relevant information is shared and recorded</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Actively participate in and promote positive teamwork within the service and within the organisation</li> <li>• Build relationships based on trust, respect and honesty</li> <li>• Work effectively as a team to ensure the smooth running of the room and service</li> </ul>	<ul style="list-style-type: none"> <li>• Positive feedback from team members</li> <li>• The service has a culture of collaboration and respect</li> <li>• Strong relationships support the positive outcomes in the service</li> </ul>

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YOUR AREAS	WHAT YOU DO	SUCCESS MEASURES
	<ul style="list-style-type: none"> <li>Attend and contribute constructively at staff and room meetings</li> <li>Involvement in all aspects of the education of children including inside/outside play, individual and group experiences</li> </ul>	
Relationships	<ul style="list-style-type: none"> <li>Parents are informed about their child's development, incidents, accidents or concerns</li> <li>Develop partnerships with families and engage in shared decision making and respect parents' wishes regarding their child</li> <li>Assist parents to have a smooth transition into the service at orientation</li> </ul>	<ul style="list-style-type: none"> <li>Each parent is acknowledged upon entry into the program</li> <li>Positive relationships are built with the families and children</li> <li>Positive feedback from families</li> </ul>
Values	<ul style="list-style-type: none"> <li>Demonstrate and work with:               <ul style="list-style-type: none"> <li>Integrity;</li> <li>Respect; and</li> <li>Quality.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>We do what we say, and we stay true to our values and commitments.</li> <li>We respect those in our communities and we actively seek to engage all stakeholders so that we can deliver on what we promise</li> <li>We focus on providing high quality services across all aspects of our organisation</li> </ul>
OH&S	<ul style="list-style-type: none"> <li>Understand Worksafe requirements and act responsibly</li> <li>Comply with OH&amp;S standards and responsibilities</li> <li>Report hazards and incidents immediately or within 24 hours at the latest</li> <li>Regularly check the workplace for safety</li> <li>Ensure other employees are operating safely, and address unsafe practices</li> </ul>	<ul style="list-style-type: none"> <li>Workplace incidents and hazards are addressed within the required timeframes</li> <li>You operate safely at all times</li> </ul>
Ad hoc	<ul style="list-style-type: none"> <li>Other duties and projects as reasonably directed from time to time</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrated flexibility and adaptability to ad hoc requirements</li> </ul>

I confirm that I have read and understand my requirements, accountabilities and outcomes as outlined in this Position Description.

I understand that my Performance and Success Review will assess the Success Measures included in this Position Description.

\_\_\_\_\_  
Employee name  
Date:

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Employee signature