Educator Position Description Sample:

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| Educator Position Description | |
| Position Title | Assistant Director |
| Award | Children’s Services Award |
| Classification | CSE Level 5 |
| Responsibilities | |
| Primary purpose | To support the OSHC director and educators in providing quality, play-based education and care that upholds the safety and wellbeing of children attending. |
| Reporting Relationships | OSHC Assistant Director reports to the OSHC director. |
| Typical Duties | * Coordinate and direct the activities of employees engaged in the implementation and evaluation of developmentally appropriate programs. * Contribute, through the director, to the development of the service's policies. * Coordinate service operations including Work Health and Safety, program planning, and staff training. * Generally, supervise all employees within the service. * Be responsible for the day-to-day management of the Service in the temporary absence of the Director and for management and compliance with the National Quality Standards, and all regulatory and statutory requirements.   Supervision and Supporting Children’s Learning and Wellbeing   * Responsible, in consultation with the director for the preparation, implementation and evaluation of a developmentally appropriate program for individual children or groups. * Responsible to the director for the supervision of students on placement. * Ensure a safe environment is maintained for both staff and children. * Ensure the safety, security, and wellbeing of all children under supervision. * Provide guidance and support to OSHC Educators, students, and volunteers. * Maintain confidentiality while providing objective written and verbal observations of children as required. * Responsible for ensuring that records are maintained accurately for each child in their care. * Develop, implement and evaluate daily care routines. * Ensure that the centre or service’s policies and procedures are adhered to.   Collaborating with Families   * Encourage family involvement and collaboration through building relationships with parents and caregivers. * Cultivate a welcoming atmosphere through greeting and sharing of information. * Responsively address the individual needs of families, providing support and assistance as required. * Offer guidance, support, and information to parents regarding their child's development and needs. * Handle parent enquiries and concerns positively and effectively.   Contribute to Workplace Health and Safety   * Promote the health, safety and wellbeing of the children, families, peers and yourself through identifying and responding to hazards and contributing to risk management, including undertaking daily checklists. * Contribute to the workplace health safety mechanisms through training, reflection, collaboration and ongoing documentation. * Contribute to the learning environment’s safety and quality through undertaking daily cleaning and tidying tasks. * Immediately respond and report any incidents or emergencies to the director for further management and notification.   Commitment to Professionalism and Development   * Demonstrate an understanding of, and adherence to the service philosophy, policy and procedures. * Engage with ongoing professional learning and development.   Enhancing Teamwork and Culture   * Contribute to effective teamwork through mutual respectful and supportive interactions with staff and managers. * Participation and contribution to team meetings, self-assessment, and quality improvement planning (QIP development and implementation). * Support the director in the leadership of the team to provide quality education and care. |
| Selection Criteria | |
| Qualifications | Essential: Diploma or equivalent or higher qualification, as approved by [ACECQA](https://www.acecqa.gov.au/qualifications/nqf-approved) for OSHC in South Australia. |
| Knowledge | Essential:   * Awareness of the rights and the holistic needs of children, how these needs can be supported in an OSHC setting. * Knowledge of relevant state and Australian Government legal compliance requirements relating to education and care services * Knowledge of and commitment to, the principles of equal opportunity. * Knowledge of child protection responsibilities.   Desirable:   * Sound understanding of child and youth learning and development theories and research, including child development milestones and benchmarks. * Comprehensive knowledge of My Time, Our Place V2.0 and the National Quality Standard. * Knowledge of the responsibilities of the employer and employee under the work, health and safety legislation * Knowledge of the employer responsibilities under relevant awards/agreements and the National Employment Standards * Sound knowledge of administrative functions of an OSHC service |
| Practice, Skills  and Experience | Essential:   * An ability to facilitate planned learning experiences and respond to children’s contributions to adapt to maximise learning outcomes for children. * An ability to recognise and respond to a variety of hazards and risks that have potential to harm a child, responding to emergency situations or incidents. * Demonstrated ability to contribute to the documentation and reflection of observations on meeting outcomes for children’s learning. * A capacity to build reciprocal and secure relationships with children, including providing positive support and guidance to influence a child’s behaviour. * Ability to facilitate inclusion and meet the individual needs of all children.   Desirable:   * Demonstrated experience in contributing to quality improvement mechanisms to enhance the safety, wellbeing and support of children and families accessing a service. * Experience in actioning plans to support children’s social and emotional needs, including the management of complex behaviour. * Experience in adhering to legislative frameworks and organisational requirements. |
| Personal Qualities | * Commitment to professionalism and upholding ethical practice. * Established commitment and motivation to support the safety, wellbeing and development of children with creativity and positive energy. |
| Special Conditions | * Maintain a relevant working with children check * Maintain current *RRHAN-EC* certificate * Attendance at out-of-hours meetings, training and service functions as required. |