Educator Position Description Sample:

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| Educator Position Description | |
| Position Title | Qualified OSHC Educator |
| Award | Children’s Services Award |
| Classification | See ‘Classifications for OSHC services’ (Level 4A or 4) |
| Responsibilities | |
| Primary Purpose | To support the service’s leaders in providing quality, play-based education and care that upholds the safety and wellbeing of children attending. |
| Reporting Relationships | OSHC educators report to the OSHC director. |
| Typical Duties | * Responsible to the Assistant Director/Director for the supervision of students on placement. * Responsible for ensuring a safe environment is maintained for both staff and children. * Responsible for ensuring that records are maintained accurately for each child in their care. * Develop, implement and evaluate daily care routines. * Ensure that the service’s policies and procedures are adhered to.   Supervision and Supporting Children’s Learning and Wellbeing   * Responsible, in consultation with the Assistant Director/Director for the preparation, implementation and evaluation of a developmentally appropriate program for individual children or groups. * Lead and support play and leisure activities, responding to and adapting activities to reflect flexibility and spontaneity in play. * Actively supervise and monitor the play environment, ensuring children in the immediate area are safe. * Support children’s learning, social and emotional development through positive guidance techniques and strategies. * Be responsive to children’s needs, building trusting and secure relationships with children of the service. * Ensure food preparing, serving and storage are consistent with the service’s guidelines, regulatory requirements, and policies and procedures.   Collaborating with Families   * Encourage family involvement and collaboration through building relationships with parents and caregivers. Demonstrate a welcoming atmosphere through greeting and sharing of information.   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/organisation 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). |
| Selection Criteria | |
| Qualifications | Essential: List minimum qualification required of role.  Desirable: List desirable qualification if no minimum is required. |
| Knowledge | Essential:   * Awareness of the rights and the holistic needs of children, how these needs can be supported in an OSHC setting. * Knowledge of the minimum requirements for operating (the Education and Care Services National Law and Regulations).   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. |
| 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. * Experience in adhering to legislative frameworks and organisational requirements.   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. |
| 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. |