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).
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| 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.
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| 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.
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| 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.
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| 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.
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