ST MARY'S COLLEGE
EST. 1869

Position Information Document

Qualified Educator Out of School Hours Care (OSHC)

Position Details

Role Title:	Qualified Educator Out of School Hours Care (OSHC)
Directly Responsible to:	OSHC Director and ultimately to the Principal
Classification:	Grade 3, Early Childhood/OSHC Stream *Refer to SA Catholic Schools Enterprise Agreement 2020, Appendix E: Classification – Education Support Officers.*
Conditions of Employment: Catholic	All employment conditions are governed by the SA Schools Enterprise Agreement 2020 as amended or replaced ("Enterprise Agreement")

Role Description

The Qualified Educator Out of School Hours Care (OSHC) supports the service's leaders in providing quality, play-based education and care that upholds the safety and wellbeing of children attending. Working closely with the OSHC Director and other team members, the primary focus of this role is to ensure the provision of a high-quality, inclusive service that meets the needs of the children, families, and community of St Mary's College. In consultation with the Director OSHC, Qualified Educators are responsible, for the preparation, implementation and evaluation of a developmentally appropriate program for individual children or groups.

Key Working Relationships

Working closely with the following:

- OSHC Director
- Director of Junior School
- OSHC Staff
- Principal
- Deputy Principal: Community, Wellbeing and Engagement
- Deputy Principal: Learning, Practice and Achievement

Team Leader: OSHC Director
The College Principal is responsible for the general employment conditions of all staff.

Key Responsibilities:

Supervision and Supporting Children's Learning and Wellbeing

- Contribute to the development, implementation and evaluation of daily care routines
- 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.
- Meet the additional needs of children with complex health support needs, including personal hygiene and feeding
- Ensure food preparing, serving and storage are consistent with the service's guidelines, regulatory requirements, and policies and procedures.

Collaborating with Families

- Build trusted relationships with parents and caregivers in a manner that encourages family involvement and collaboration
- Provide verbal and written information to families as delegated by the Director/school leadership
- 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.
- Work effectively and professionally in emergency or stressful situations
- Immediately respond and report any incidents or emergencies to the director for further management and notification.

Provide administrative record maintenance support

- Maintain accurate and up-to-date records for each child in the employee's care, including enrolment, attendance, medical, and authorised contact information within Xplor and other approved service systems.
- Ensure all child and family records are maintained in accordance with service policies, privacy requirements and regulatory obligations.

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.

Key Outcomes

- The OSHC service is an authentic expression of the College's Catholic and Dominican values and traditions.
- Children experience a safe, inclusive, engaging and responsive program in which their agency and wellbeing are evident.
- Quality practice is consistently embedded across all seven NQS quality areas, supported by clear evidence, critical reflection and demonstrable improvement over time.
- The Quality Improvement Plan is current, evidence-based, actively implemented and routinely reviewed with educators and stakeholders.
- Understand expectations, contribute to decisions, engage in reflective practice and demonstrate growth in capability and consistency.
- Risks, incidents, complaints and compliance obligations are escalated and managed promptly, accurately and with effective corrective action.
- Families experience respectful communication, meaningful engagement and confidence in the service.

All staff members at St Mary's College will:

- Actively support and contribute to the Catholic identity and Dominican ethos of St Mary's College.
- Interact with colleagues, students and parents in a positive, respectful and restorative manner, utilising a high level of emotional resilience and conflict management strategies.
- Act professionally, ethically and with integrity.
- Show high level awareness of what is required to protect the safety and wellbeing of the children and young people in our care.
- Contribute to community development and wellbeing through engagement with staff formation and community events.
- Demonstrate a high level of confidentiality, autonomy and initiative within the scope of their role.
- Possess highly developed organisational and planning skills.
- Model a high standard for students with regards to personal presentation and professionalism.
- Understand and adhere at all times to all relevant legislative, College, CESA and DEA Policies and Procedures.
- Utilise the College communication avenues for all correspondence with students and families, adhering to the communication guidelines in the Staff Handbook.
- Complete all administrative tasks as required or directed, including but not limited to record keeping, surveys, distribution of materials, supervisory responsibilities and duty of care provision.
- Attend professional learning, parent evenings, learning reviews and other co-curricular activities in accordance with the Enterprise Agreement (2020) (as amended or replaced).

- Demonstrate commitment to ongoing development as a learner and reflective practitioner through engagement with the College performance and development process.
- Complete any other duties as directed by the Principal.
- Demonstrate the ability to work under pressure whilst maintaining a sense of perspective, collegiality and humour.

Selection Criteria

Qualifications and Licenses

- Completed an approved diploma or bachelor's degree qualification as listed by the Australian Children's Education and Care Quality Authority (ACECQA) for SA or
- Be working towards an approved diploma or bachelor's degree qualification as listed by the ACEQA and hold either:
  a) an approved certificate IV level qualification or;
  b) have completed 50% of the units in an approved diploma or bachelor's degree.
- Qualifications in, and knowledge of, the Keeping Safe: Child Protection Curriculum where applicable.
- Screening clearance and a police clearance to work in Catholic Education SA in accordance with current guidelines (i.e., DHS Working with Children Check).
- First Aid Certificate (HLTAID012 - Provide First Aid in Education and Care Setting)
- RRHAN-EC (Responding to Risks of Harm, Abuse and Neglect - Education and Care) Certificate or Child Safe Environments Certificate
- SALT Compliance Training and WHS modules, as issued by the Catholic Education Office, as required.

Knowledge, Skills and Experience

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).
- 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:

- Comprehensive knowledge of My Time, Our Place V2.0 and the National Quality Standard.
- Sound understanding of child and youth learning and development theories and research, including child development milestones and benchmarks.
- 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.

Work Health & Safety (WHS) Role

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work, you, as the employee who is the subject of this Position Information Document must:–

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

(Reference: Division 4, Section 28 WHS Act 2012)

Conditions of Employment

The salary and entitlements are consistent with those outlined in the Enterprise Agreement (2020).

The employee must undertake performance review on an annual basis in accordance with the terms and conditions of the Enterprise Agreement (2020).

Acknowledgement

No Position Information Document can capture the complexity of tasks within a school. Therefore, this Position Information Document should not be seen as limiting and some flexibility is required when applying this position description. There will be other tasks, not described above, that may be assigned to this position from time to time by the College Leadership Team.

The College reserves the right to review, update, and amend this Position Information Document at any time.

In alignment with the College's ongoing strategic growth and development, all responsibilities outlined in Position Information Documents may be adjusted to reflect the changing needs of the College and to support its continued improvement and strategic

direction.

St Mary's College is committed to continuous improvement, and all roles within the College play an integral part in its development.

As roles naturally evolve, the College is committed to regularly reviewing and updating Position Information Documents to ensure they accurately reflect each employee's contribution.