

Position Description

OSHC ASSISTANT EDUCATOR

Primary Role: To assist the Co-ordinator in the care of children within the Outside School Hours Care Service.

Accountability: The assistant educator shall be accountable to the OSHC Co-ordinator for the discharge of their duties and responsibilities.

Key Responsibilities:

1. Program planning, implementation and evaluation
 - Assist in the planning of the program – new ideas are always welcome. Use your initiative to change and adapt the daily activities to suit the children's needs and interests.
 - Assist in the preparation and supervision of activities and mealtime routines while demonstrating the ability to be flexible and spontaneous as the need arises.
 - Evaluate programs regularly and make appropriate modifications and recommendations to meet the needs of children.
 - Be aware of children with special needs and the inclusive practices of the service.
2. Resource Maintenance
 - Inform the Co-ordinator if supplies are running low.
 - Monitor equipment and resources usage to ensure they are being used appropriately and effectively.
3. Administrative duties/Teamwork
 - Complete all program evaluations and observations in a timely manner.
 - Fill out timesheets daily.
 - Ensure service routine checklists are completed.
 - Understand your responsibilities as a member of the OSHC team. Provide support and assistance to other educators, as required. Communicate regularly with Co-ordinator and other educators regarding the children.
 - To attend and actively participate in staff meetings as called by the OSHC Co-ordinator.
4. Reporting, Accountability and Compliance
 - Be fully aware of and attentive to all children in your care. Know where each child in your care is and understand your duty of care.
 - Follow directions of the Co-ordinator. Be able to ask for advice or assistance when needed. Discuss all issues of concern with the Co-ordinator.
 - Adhere to the respective dress code and uniform of the service.
 - Adhere to the code of conduct in all situations and promote the reputation of the service.
 - Be flexible with working hours as the need for change arises. Demonstrate professionalism in all aspects of work. Arrive on time and ready to work.
5. Food preparation
 - Encourage the children to use effective hand washing and food handling procedures.
 - Follow recognised guidelines in relation to food handling and storage.

6. Health and Safety

- Ensure daily duties and/or cleaning tasks are completed. If unsure of anything, ask the Co-ordinator or other educators for further information and support.
- Participate in the service's risk management process and implement safe work practices at all times.
- Report all incidents/accidents to the Co-ordinator immediately. Be aware of children's medical and/or dietary issues and the procedure for recording this information and the administration of medication.
- Check equipment daily, remove broken equipment, report maintenance needs, keep room tidy and generally care for the appearance of the service.

7. Families

- Encourage parent involvement in the service program.
- Maintain confidentiality.
- Be sensitive and understanding of the different needs of families.
- Greet families in a warm and friendly manner. Share positive information with parents about their child's day. Refer parents to the Co-ordinator if their child has been involved in an incident or accident during the day.
- Respect the confidentiality of families should you have access to their personal information. Never share this information in an unprofessional context.
- Participate in parent and/or fundraising activities of the service from time to time.

8. Children

- Develop positive relationships with children, showing respect at all times.
- Encourage children to develop independence and responsibility.
- Provide effective supervision and exercise effective group management with the children in your care.
- Communicate with the children in a caring, compassionate and respectful manner. Be attentive and understanding of each child's individual needs.
- Be flexible in following the changing interests and needs of the children. Be clear about the rules of supervision and the service behaviour management and reward processes and implement them consistently. Report any serious behaviour concerns to the Co-ordinator.
- Model appropriate behaviours for children and other adults at all times.

9. National Quality Standards

- Actively participate in the service's National Quality Standards processes.

10. Policies and Procedures

- Demonstrate knowledge and understanding of all service policies and procedures and implement the relevant aspects.

11. Professional Development

- Demonstrate commitment to ongoing professional development.
- Attend relevant training, as required, including regular staff meetings.
- Ensure knowledge and skills are up to date with current practices and trends in the OSHC sector.
- Ensure appropriate qualifications for the position are maintained.