

POSITION DESCRIPTION

Position Title	OSHC Diploma Educator	
Division	Community and Engagement	
Group	Children & Family Services	
Responsible to	OSHC Centre Co-ordinator	
Position Supervises	Direct: Nil Indirect: Nil	
Position No.	TBA	
Status	Temporary Part-Time	
Salary Grade	Grade 7 (Former Marrickville)	
Salary	\$29.61 p/hour – \$33.16 p/hour	Band/Level: 2/1
Allowances	As applicable to the position	
Pre-employment checks Legislative requirements	<input type="checkbox"/> Working with Children Check <input type="checkbox"/> Pre-employment medical	
Date reviewed: June 2018		Reviewed by: Group Manager Children and Family Services

The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 km².

The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.

POSITION PURPOSE

Responsible to work as an active member of a team in providing high quality care in the Outside School Hours Care Centre, within Council's Children and Family Services. This includes:

- Work as a TAFE qualified educator in an Outside School Hours Care Centre for up to 75 primary school children during school terms and school holiday care.
- Assist in the development and implementation of an innovative and reflective middle childhood program that meets the 'My Time Our Place' school age care framework.
- Assume the role and responsibilities of a Certified Supervisor in the absence of the Centre Coordinator and Nominated Supervisor.
- Assist the Centre Coordinator to ensure the service meets the OSHC National Standards in relation to staff ratios and meets the National Quality Standard and all requirements of the National Law and Regulations.
- Develop and maintain effective relationships with children, families and community.
- Contribute to a collaborative teamwork approach and work as an active member within the Children and Family Services team to provide high quality care for all children using the centre.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its 'Values First' with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviours for all levels in the organisation. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Tertiary qualifications in Primary Education or OOSH at Associate Diploma level.
2. Current first aid certificate; and completion of approved course/s in anaphylaxis and asthma management.
3. Experience working in a position of responsible person in an approved service
4. Completed Statement of attainment CHCPRT001 or CCHILD401B
5. Must be over 18 years of age
6. Demonstrated experience working with children aged 5 – 12 years (school aged) and demonstrated ability to program effectively for 5-12 years olds.
7. Working knowledge and experience in the development, implementation and evaluation of developmentally appropriate and inclusive OSHC programs; and working knowledge of the 'My Time Our Place' school age care framework.
8. Demonstrated working knowledge of and capacity to apply the current legislation governing OSHC services, including National Quality Standard, National Law and Regulations; OSHC National Standards and NSW child protection legislative requirements.
9. Proven ability and commitment to work as part of a team.
10. Able to interact respectfully with parents, children and stakeholders.
11. Proven ability to apply a professional and ethical approach to all aspects of work.
12. Proven verbal and written communication skills and demonstrated effective interpersonal skills.
13. Ability to provide leadership and professional support where appropriate.
14. Knowledge of and capacity to apply EEO, WH&S and Environmental Management principles in the workplace.

Desirable Criteria

1. Experience working in an outside school hours care centre.
2. Ability to speak a second language.
3. Experience working in culturally diverse communities
4. Evidence of attendance at recent professional development/ training sessions.

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

- Assume the responsibilities of a Certified Supervisor in the absence of the Centre Coordinator and Nominated Supervisor.
- Develop and maintain positive, cooperative and responsive relationships with children, families and community.
- Ensure work is undertaken in accordance with relevant legislation, Council policy and procedural requirements and standards, including EEO, WH&S, Code of Conduct, Council's Values and corporate systems.
- Ensure appropriate implementation of and compliance with Children and Family Services policies and procedures and the Education and Care Services National Law and Regulations.
- Effectively plan, deliver, document and evaluate stimulating, inclusive and developmentally appropriate programs for children between five and twelve years of age in accordance with the 'My Time Our Place' framework, National Law and Regulations and the National Quality Standard.
- Keep up-to-date with developments, current legislation and regulations relevant to the requirements of the position including funding, child protection legislation, National Quality Standard and National Law and Regulations for OSHC.
- Attend relevant OSHC training and undertake professional development on a regular basis.
- Assist the Centre Coordinator with staff supervision and support when required, including supporting staff in carrying out their duties and responsibilities and ensuring appropriate supervision of children at all times, and participation in staff inductions and recruitment for the section when requested.
- Work as an active team member with all stakeholders.
- Ensure appropriate supervision of children at all times.

KEY RELATIONSHIPS:

Internal: Centre Coordinator, OSHC Centre staff.

External: Children, parents, School Principal/s, community members, general public, relevant state and federal government departments and local child and family agencies.

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT SUPERVISORS / TEAM LEADERS / GANGERS LEVEL 5

Level 5 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices. These responsibilities are performed by:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements. 	<ul style="list-style-type: none"> Evidence of promotion of, and conformance with, Council policies and procedures
<ul style="list-style-type: none"> Ensuring regular monitoring of Health and Safety performance in the area of their responsibility. 	<ul style="list-style-type: none"> Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate. Analysis of accident/incident trends Regular team meetings Use of the hazard reporting process
<ul style="list-style-type: none"> Commitment to WH&S 	<ul style="list-style-type: none"> Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc
<ul style="list-style-type: none"> Undertaking accident/incident investigations 	<ul style="list-style-type: none"> Evidence of documented and signed accident investigation forms
<ul style="list-style-type: none"> Liaising with Health and Safety representatives in relation to workplace Health and Safety issues. 	<ul style="list-style-type: none"> Regular meetings with WH&S rep
<ul style="list-style-type: none"> Improving health and safety performance 	<ul style="list-style-type: none"> Initiating action based on audit, inspection results and feedback from staff
<ul style="list-style-type: none"> Undertaking regular inspections to assist in the identification of hazards 	<ul style="list-style-type: none"> Development of a schedule of inspections Completed inspections
<ul style="list-style-type: none"> Attending health and safety meetings 	<ul style="list-style-type: none"> Evidence of signed/ documented minutes
<ul style="list-style-type: none"> Providing new employees with Health and Safety induction training and specific job training where required 	<ul style="list-style-type: none"> Employee inductions complete. Evaluation of induction by employees
<ul style="list-style-type: none"> Facilitating rehabilitation for injured employees 	<ul style="list-style-type: none"> Evidence of signed return to work programs Selected duties register
<ul style="list-style-type: none"> Ensuring employee awareness of Health and Safety management systems and specific workplace hazards 	<ul style="list-style-type: none"> Regular documented meetings with staff Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff
<ul style="list-style-type: none"> Providing a clear definition, in writing, of all work procedures 	<ul style="list-style-type: none"> All work instructions are documented and provided to staff with explanation
<ul style="list-style-type: none"> Developing health and safety procedures 	<ul style="list-style-type: none"> Development of specific procedures where required

• Knowledge of WHS and related legislation	• Attendance at training sessions
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Applicant Declaration

I, have read and understood the position description for the
Temporary OSHC Diploma Educator as detailed in this document.

Signature:

Date: / /