



POSITION TITLE: Early Learning Centre (ELC) Co-educator & Out of School Hours Care (OSHC) Assistant

DATED: May 2017

REPORTS TO: Director of the ELC

Prepared by: Head of Human Resources

POSITION PURPOSE

The position requires a person who would work with children between the ages of 3 and 11 in the Early Learning Centre (ELC) and in Out of School Hours Care (OSHC). The position calls for a person who values and respects young children. The person would also value education and care and would have a demonstrated ability to work flexibly as a member of a team.

The role and function of the ELC Coeducator and OSHC Assistant is to work within a high quality, developmentally appropriate program for the children attending the programs. The ELC Coeducator and OSHC Assistant provides leaderships and positive role modeling for the children, whilst working as a member of a co-operative team.

This role includes working at the College within staff term dates from Monday to Friday in the following areas

1. ELC Coeducator from 12noon to 2.30pm
2. OSHC assistant for prep to year 6 from 2.45 to 5.15pm Monday to Thursday and 6.00pm Friday.

The ELC Coeducator and OSHC Assistant operates in a professional manner at all times and ensures that the Program is compliant with the requirements of Education and Care Services National Law 2010 and the Education and Care Services National Regulations 2011, working under the new frameworks:

- Being Belonging and Becoming - The Early Years Learning Framework for Australia
Early years Learning and Development Framework
- Educators' Guide to the Early Years Learning Framework
- My Time, Our Place - Framework for School Age Care in Australia

REPORTING RELATIONSHIPS

The position reports to the Director of Early Learning Centre and to the class Educator in the role of ELC Coeducator and to the Director of OSHC in the role of OSHC Assistant.

QUALIFICATIONS

- Cert III in Children's Services or a Diploma or Bachelor of Early Childhood and an ability to demonstrate the associated competencies
- Current First Aid certificate Level 2
- Current Anaphylaxis Certificate
- Current Asthma Certificate

RESPONSIBILITIES

OSHC ASSISTANT	
Duties	Performance indicators
To work co-operatively with other staff in all aspects of his/her work within the program.	Engage positively as a team member.
To carry out the tasks which are important for the physical care of the children.	A demonstrated proactive approach
To provide active, adequate and efficient supervision of the children with the Director.	This must be undertaken at all times
To respect and uphold the policies of the College and the policies of the OSHC program	Undertaken at all times
To support the Coordinator or Director in all aspects of behaviour management of the children.	Understand and support the OSHC Policies document
Carry out the tasks which are important for the cleanliness and organisation of the program.	Able to maintain a clean and organised environment.
To assist in the preparation of daily activities.	A demonstrated proactive approach.
Actively contribute to the planning and delivery of the day to day running of the program; planning, researching ideas and attending 2 meetings a term	Undertaken at all times
Assist the Coordinator in maintaining a stimulating environment in the way of displays in the room.	Active and creative participation
Attend meetings twice a term	Attend meetings on time
Attend in-service training where appropriate	Undertaken when required
Use initiative in the program to maintain spontaneity	Undertaken at all times
To act in accordance with the authority delegated by the OSHC director, in dealing with situations of an urgent nature, that requires immediate action, in order for the service to comply with the of Education and Care Services National Law 2010 and the Education and Care Services National Regulations 2011, to implement the National quality framework, strong knowledge of the main framework documents above.	Undertaken at all times
To be actively involved in the implementation of the National Quality Framework; includes a national legislative framework, a National Quality Standard, a national quality rating and assessment process, a Regulatory Authority (DEECD in Victoria) and a national body, ACECQA.	Undertaken at all times
To be familiar with the Education and Care Services National Law 2010 and the Education and Care Services National Regulations 2011.	Continuously updating knowledge
.To participate in feedback, reflection and evaluations of the program. Some of these may be required after hours.	Working towards and when you have been at the program for a while it will then be a requirement on a daily or weekly basis
Introduce yourself to all parents and refer them to the director for all issues. You can participate in informal conversations.	Undertaken at all times
To share the housekeeping tasks of preparation, hygiene, safety and packing away related to the program, with other staff	Undertaken at all times
To work cooperatively with the OSHC staff and all staff to ensure the service operates in a safe work environment and that staff follow safe work practices.	Undertaken at all times

ELC Coeducator	
Duties	Performance indicators
To work co-operatively with other staff in all aspects of his/her work within the centre.	Engage positively as a team member.
To carry out the tasks which are important for the physical care of the children.	A demonstrated proactive approach
To provide active, adequate and efficient supervision of the children with the Director.	This must be undertaken at all times
To communicate with and support parents.	Able to communicate appropriately with parents.
To respect and uphold the policies of the College and the policies of the Early Learning Centre	Undertaken at all times
To support the Educator in all aspects of behaviour management of the children.	Understand and support the ELC Policies document
Carry out the tasks which are important for the cleanliness and organisation of the centre.	Able to maintain a clean and organised room
To assist in the preparation of daily activities.	A demonstrated proactive approach.
To contribute ideas which may result in a more efficient and dynamic program.	A demonstrated proactive approach
To help the children prepare their morning tea.	A demonstrated proactive approach
Assist the Educator in maintaining a stimulating environment in the way of displays in the room.	Active and creative participation
Attend the following meetings: weekly ELC meeting, orientation/staff days and the Annual Staff Conference.	Attend meetings on time
Attend in-service training where appropriate	Undertaken when required
To attend all social functions directly related to the Early Learning Centre: ELC Family picnic, information night and Community Days	Undertaken when required

- Any other tasks as deemed appropriate for the roles

OTHER FUNCTIONS AND RESPONSIBILITIES

- An ability to relate to/with the children and parents and enjoy working with children.
- Coeducators are expected to attend all out of hour functions related to the Early Learning Centre ie: twilight picnics, information nights, celebrations of projects, end of year concerts etc.
- Knowledge/experience of the needs of children and families,
- A variety of skills which could be used in the program (eg craft, sport, cookery, music, drama),

SPECIALIST SKILLS AND KNOWLEDGE

A good understanding of the new framework which includes the documents associated with the framework stated above.

GENERAL RESPONSIBILITIES

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide a Criminal Record check (if requested) and an Employee Working with Children check before their position will be confirmed.

- The College:
 - is an equal opportunity employer;
 - complies with the requirements of the Privacy Act;
 - has a strong commitment to OH&S;
 - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards:
 - Communication – effective, helpful and positive;
 - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students);
 - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support;
 - Accountability – we do our work with honesty, integrity and enthusiasm;
 - Performance – we perform to the best of our ability;
 - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.
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Child Safety and Protection Responsibilities

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safety and Protection Policy and procedures including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.