Personal Specification

An OSHC Educator must have appropriate Working with Children Check, Certificate HLTAID004 Provide an emergency first aid response in an education and care setting, and reporting abuse and neglect training.

All staff members of The Hills Christian Community School Inc. are expected to uphold and demonstrate personal qualities and behaviours which are consistent with the School's statement of Aims and Objectives and its Statement of Belief. These include:

- A love of children and teaching
- Acceptance and respect for people from diverse backgrounds and viewpoints
- The ability to work co-operatively and harmoniously with others
- Being supportive and encouraging to children, colleagues and parents
- Developing positive relationships and open communication within the School community.

Responsibilities

OSHC Educators at The Hills Christian Community School will:

- Be accountable to the OSHC Director and to the Principal
- Support the creation of an atmosphere and learning climate of fun, smiles, play, nurture, respect and love
- Work in harmony with the School and ELC staff
- Support the Vision of the School as stated in the Constitution
- Participate, where practical, in the development and implementation of the Centre's curriculum and policies
- Maintain positive relationships with students, staff and families
- Follow School protocols in all duties and responsibilities
- Attend meetings and functions as required
- Participate in extra-curricular activities when necessary
- Participate in the on-going professional development programmes
- Participate in an ongoing, professional growth and appraisal process
- Follow Welfare Health and Safety aspects of the School
- Maintain a professional approach and confidentiality procedures with all members of the HCCS community

Duties
Staff
- Maintain a sense of team with high morale
- Participate in Centre staff meetings when possible

- Be familiar and follow with OSHC Philosophy and Mission Statement, Policies and Procedures, the National Quality Standards, MTOP, HCCS guidelines and legal liability regarding Duty of Care to children
- Maintain awareness of up to date emergency procedures and reporting hazards
- Have fun together

Children
- Maintain vigilant supervision of children
- Support the preparation and presentation of engaging learning experiences for children and a stimulating learning environment
- Display concern for the physical safety and emotional well-being of children
- Encourage children's responsibility for self, others and possessions
- Encourage children to use their manners, correct language and clear speech in a supportive manner
- Encourage children to think for themselves and to problem solve

Program
- Participate in the planning, perpetration and implementation of the programme based on the My Time Our Place Framework
- Participate in recording observations and maintaining children's individual folders
- Assist in preparation of Afternoon Tea

Parents
- Develop and maintain positive and effective relationships with parents
- Inform parents of the philosophy and policies of OSHC
- Encourage parents to participate in the programme
- When appropriate, provide information for parents about children upon request or refer parents to the OSHC Director.

Administration
- Maintain awareness of any individual health needs or issues (e.g. allergies, regular medication requirements, special needs)
- Participate in signing in children or help locate children if needed
- Maintain illness, accident and any other record as required by Regulations
- Ensure the confidentiality of student records
- Participate in Educator Induction process

Premises
- Assist in cleaning up at the end of each session, sharing responsibility for tidying and wiping tables, washing up paint/glue pots and brushes, sweeping floors, monitoring children's toilet facilities etc.
- Ensure premises and facilities are hygienic and in good condition
- Ensure premises are kept secure
- Maintain the Centre's resources or facilities in an appropriate condition.