

Status:	<p>Casual Position: OSHC qualified educator General Staff, OSHC Grade 2:-</p> <ul style="list-style-type: none"> • 39 weeks of School Term time per annum with a minimum of 10 hours per week • 11 weeks of Vacation Care, <p>Hours negotiated with the OSHC Director.</p> <p>Pay scale of \$45.22 – \$47.19 per hour based upon relative experience.</p>
Commencement date:	Monday 6 th May 2024 (start of Term 2), or as early as possible after that date.
Area of appointment:	Out of School Hours Care (OSHC)
Position reporting to:	OSHC Director and Principal
Pre-requisites: (Please provide a copy with your application)	<p>These qualifications/certificates are required prior to commencing employment at HILLS and must be updated for the duration of employment at HILLS:-</p> <ul style="list-style-type: none"> • Hold, or be working towards, a qualification that meets ACECQA's minimum standards to be classified as a qualified educator (Diploma of Early Childhood Education and Care or equivalent) . • Current Working with Children Check • Current Responding to Risks of Harm, Abuse and Neglect Training Certificate (RRHAN-EC) • Current First Aid Certificate

Introduction

HILLS is seeking a suitably experienced and enthusiastic applicant to undertake the role OSHC Qualified Educator. This position will play a vital role in supporting the smooth operation of the OSHC program. The successful applicant would work under the supervision of the OSHC Director to ensure the safety, wellbeing, and engagement of children participating in the program. This position requires a nurturing, responsible individual with a passion for working with children and a commitment to promoting a positive, safe and inclusive environment.

We are looking for candidates:

- who will support the Vision of the School as stated in the Constitution
- whose personal Christian faith, is reflected in his/her daily living
- who have a passion for working with children
- who can enhance our existing strong culture of community
- who have the ability to work cooperatively and harmoniously as part of a team
- with excellent communication skills

- be flexible and remain calm under pressure
- who is able to be flexible and capable of fulfilling a variety of roles

Role Description

Staff

- Be the responsible person when required and carry out all duties and responsibilities related to the shift being worked as well as specific duties allocated by the Director
- Maintain a sense of team with high morale
- Work alongside the Director
- Be familiar and follow with OSHC Philosophy and Mission Statement, Policies and Procedures, the National Quality Standards, MTOP, HILLS guidelines and legal liability regarding Duty of Care to children
- Maintain awareness of up to date emergency procedures and reporting hazards

Children

- Supervise children during program hours, ensuring their safety and well-being at all times.
- Engage children in a variety of age-appropriate activities, including sports, arts and crafts, games, and educational exercises.
- Foster a supportive and inclusive environment where children feel valued, respected, and encouraged to participate.

Program

- Participate and work with Director in the planning, perpetration and implementation of the program
- Assist in preparation of Afternoon Tea
- Prepare and maintain program materials, equipment, and resources, ensuring they are clean, organised, and accessible.
- Provide active supervision of children at all times

Parents

- Develop and maintain positive and effective relationships with parents
- Inform parents of the philosophy and policies of OSHC
- 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
- Ensure the confidentiality of student records

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.

Work Health and Safety (WHS) Responsibilities:

- Report any incidents (involving yourself or others), hazards or near misses to the WHS Coordinator, so that appropriate remedial action may be taken
- When preparing for any School events or operations as part of OSHC that may involve food preparation for the consumption by the general public or children, ensure that it complies with our "Safe Food Handling Policy" (WHS0028).
- Participate in Evacuation Drills as instructed by the Executive Leadership Team.

Other

- Other duties as directed by the OSHC Director, Business Manager or Principal as required.