



OUT OF SCHOOL CARE EDUCATOR

Duties and Responsibilities Statement

POSITION TITLE	Out of School Care Educator
REPORTS TO	Associate Principal Early Childhood (PKG-Y1) through the Out of School Care Coordinator/Managerial Officer

PREAMBLE

The Principal is the Chief Executive Officer of our School and is responsible to the School Council for the effective and efficient operation of our School. He is responsible for all staff appointments. The Principal delegates to other persons, aspects of his responsibility regarding the day-to-day supervision of staff, the administration of curriculum and the management of students, staff and parent services.

The Mission Statement of our School is to provide an education which, secure in the traditions of our past and our Christian belief, opens students' minds to the rich diversity of the world in which they live and challenges them to be curious and explore everything they find with integrity and compassion. We will do this in an engaging, relational environment which nurtures self-expression and self-worth while promoting the uniqueness of each student.

CHILD SAFETY STATEMENT AND REQUIREMENTS

John Septimus Roe Anglican Community School (JSRACS) is committed to the safety and wellbeing of all children and young people. JSRACS has zero tolerance for child abuse.

Every person employed at JSRACS has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

All employees will be required to sign a Staff Code of Conduct which articulates their role and responsibility as a staff member; to keep all children safe.

All teaching staff will be required to be registered with the Teacher Registration Board of Western Australia (TRBWA) and maintain their registration throughout their tenure; and be a current and ongoing holder of a Working with Children Check.

All non-teaching staff will be required to provide a Nationally Coordinated Criminal History Check (NCCHC), renewed every three years and be a current and ongoing holder of a Working with Children Check.

DEFINITION

An employee at this level shall be an Educator working under routine supervision, engaged to assist in the supervision and care of children and generally assist in the functioning of the Centre.

REPORTING RESPONSIBILITIES & COMMUNICATION PROCEDURES

- The Educator or Supervisor assigned as per the roster
- The Coordinator as nominated
- The Associate Principal Early Childhood (PKG-Y1)
- The Principal

SKILL DESCRIPTORS

An employee at this level shall be expected to have the following skills:

- The ability to carry out day to day administrative tasks
- The knowledge and ability to contribute to the development and implementation of appropriate programmes accommodating cultural, gender and special needs requirements within before school, after school and vacation care settings
- To assist in conducting and facilitating a range of leisure and recreational activities

RESPONSIBILITIES

The Supervisor and Educators of the Out of School Care Programmes work together as a team in order to provide a program of quality care. The following are duties that OSC Educators will be required to carry out during the course of a rostered shift.

- OSC Educators, upon arrival, must meet with the Supervising Officer for instruction and direction
- OSC Educators are required to assist with the setting up of programmed activities in providing a safe and caring environment for the students play that is creative, stimulating and furthers the physical, mental and social development of the student.
- OSC Educators must remember that it is crucial for children to be supervised at all times, while allowing the students to develop agency, it is imperative that students do not leave the area designated unless they are accompanied by an Educator, their parent, guardian or other authorised person
- OSC Educators must adopt a pro-active role towards the children's play and their activities and are encouraged to join in and participate in the programmed activities. At all times, reinforce the behaviour expectations of the centre.
- The OSC Educator supervising the children playing inside the centre is responsible for cleaning up after snack times (morning tea and lunch during the Vacation Care period)
- The OSC Educator who is supervising the children playing outside must ensure that the children have sunscreen and hats, as well as ensuring that the children know the boundaries of the play area
- The OSC Educator is responsible for tidying and cleaning up the centre before the closing time.
- During the Vacation Care period, OSC Educators are required to assist in preparation of afternoon tea, to help children get ready for an excursion and clearing up
- All OSC Educators must listen, and attend to, the Supervisor's instruction and advice about particular roles that must be filled, and duties that need to be performed
- During the Vacation Care period, staff must take their entitled breaks. This is a legal requirement. All rest breaks must be shown on the roster. Arrangements for lunch breaks will be made by the OSC Coordinator and the Supervisor to fit in with the prepared programme for the day
- It is the OSC Educator's responsibility to complete a daily timesheet. This must be done on the day of a shift. The timesheet must be counter-signed by the Supervising Officer.
- The OSC Educator must give adequate notice of an inability to work to the Supervising Officer or OSC Coordinator (preferably the day before if known) so that other staff can be engaged
- OSC Educators are required to give secure contact details (eg phone numbers and email addresses) to the OSC Supervisor or OSC Coordinator so that emergency communication can be made easily
- OSC Educators are required to attend any meetings called by the OSC Coordinator and OSC Supervisor
- All concerns about a child's engagement in the service must be relayed at pick-up time to the parent by the OSC Supervisor, or OSC Educator who is qualified to be in charge when the Supervising Officer is absent
- Undertake all other duties as requested and directed by the Principal or Principal's delegate.

GENERAL REQUIREMENTS

The School strives for excellent standards in all areas and each staff member is required to:

- Understand and support the Mission, Vision and Ethos of the Anglican Schools Commission (Inc) and John Septimus Roe Anglican Community School
- Maintain professional confidentiality concerning student and/or staff information
- Work cooperatively with all staff members and fully support the Principal, Executive Team and activities of the school
- Serve as a good ambassador of the School. This includes being well groomed and wearing appropriate attire as an independent school staff member, in accordance with school policy
- Be aware of and comply with the School's Code of Conduct and other policies and procedures relevant to the role
- Apply Work Health and Safety requirements in the workplace
- Ensure all staff, students, parents and external stakeholders are provided with a quality service in a professional, efficient, and friendly manner
- Strive to implement productivity, quality, and service improvements on a continual basis
- Attend and contribute to meetings of whole staff and smaller groups when required
- Be proactive in sourcing and engaging in on-going personal professional development in line with the School's professional development policy and budgets
- Be actively involved in the School's Staff Appraisal Program
- Openly, honestly and appropriately discuss work issues within the School context, while ensuring strict professional confidentiality when mixing with the general community

ACKNOWLEDGEMENT

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Principal's Signature

Date

OSC EDUCATOR

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that I may be required to undertake varied or additional duties and responsibilities, within capabilities, from time to time to meet business requirements that are not detailed here.

Name

Signature

Date