



POSITION DESCRIPTION

Date Approved: ___/___/___

Signed: _____

VISION AND MISSION:

Wagga Wagga Christian College is a vibrant caring community that enjoys providing Christian education in partnership with Christian families and to the broader community for the purpose of preparing and encouraging students in their learning to live responsibly and demonstrate Christian service, faith and leadership to their family, school and the world for the glory of God.

POSITION TITLE:

OOSH Educator (Junior)

EMPLOYMENT CLASSIFICATION:

Pre-School/Childcare Services

REPORTS TO:

OOSH Team Leader
The Head of Junior School
(Note: All positions are ultimately accountable to the Principal)

POSITIONS REPORTING TO THIS ROLE:

Nil

AGREEMENT/AWARD:

General Staff Multi-Enterprise Agreement 2020-2023

COMMENCEMENT LEVEL:

Level 1 Step 1 – Pre-School/Childcare Services

PRIMARY PURPOSE OF POSITION:

The role of a OOSH Educator is to assist in providing high quality preschool education and care program which meets the expectations of the Regulatory Bodies, Approved Provider, families and children. This position will provide care, activities and educational elements to children attending the program. It will also work within the College's ethos and the requirements of the National Quality Framework (NQF) – Early Years Learning Framework and My Time, Our Place: Framework for School age care. You will work alongside other educators, together within a team environment, while gaining exposure to children of all age groups.

KNOWLEDGE/SKILLS/EXPERIENCE:

Essential

- Excellent interpersonal skills with adults and children. You will need to be “a welcoming face” to the OOSH students, parents/caregivers, and other staff.
- Current ‘Working with Children Check’ (for over 18 year-old applicants)
- Excellent application of utilising time management, initiative, and sound judgement as you will need to refer non-routine issues to the Teacher/Coordinator/Nominated Supervisor.

Desirable

- Basic knowledge of Workplace Health and Safety
- First Aid, Asthma and Anaphylaxis training that complies with the requirements of the Children's Services Regulations 2009 and the Children's Services Act 1996.

PERSONAL ATTRIBUTES:

- Commitment to the College's Statement of Philosophy and Christian perspective
- Integrity, loyalty, honesty and empathy
- Sound communication skills both oral and written
- Ability to communicate effectively with preschool aged children and their parents/caregivers, College principal and staff
- Ability to work independently and as part of a team
- Ability to remain calm and courteous in stressful situations

KEY RESULT AREAS:

- Administration
- Communication/Teamwork
- Programs/Observations
- Work, Health & Safety

KEY RESULT AREA	KEY DUTIES
Administration	<ul style="list-style-type: none">• Assist in maintaining accurate records in accordance with legislative requirements and College policy and procedures.• Attend planning and training sessions as required and have a commitment to ongoing professional development• Assist in ensuring that the OOSH buildings, grounds and equipment are maintained to a high standard of safety, cleanliness and repair
Communication/Teamwork	<ul style="list-style-type: none">• Develop and maintain positive and productive working relationships with staff and families• Reporting any incidents to the supervisor who will inform the parents/caregivers if required• Participate in meetings and liaise with other College staff to support children's personal issues such as friendship and peer groups• Ensure confidentiality is maintained at all time• Role modelling language and behaviour, which is appropriate and guide children's behaviour through positive interaction• Working within the National Standards ratio of workers, which is 1:15 for centre-based activities. Supervise children both indoors and outdoors, maintaining the ratio• Food Preparation, using appropriate health and hygiene practises• Responsible for basic cleanliness of the centre and in conjunction with the supervisor, ensure that the centre is left clean, tidy and secure each day.
Programs/Observations	<ul style="list-style-type: none">• Responsible as part of the team to share in program preparation and delivery and to ensure that it respects and encourages the cultural diversity of the children and their families• Contribute to and assist in documenting observations and evaluations of the program• Actively engage with children during the implementation of the program• Ensure a safe, caring and stimulating environment exists for all children and that the health and wellbeing of each child is a priority• Administer first aid to children when required

Work, Health & Safety

- All employees are required to co-operate with the WHS Policy and Programs to ensure their own health and safety and the health and safety of others in the workplace
- Take reasonable care to protect own safety in the workplace and work in a safe manner, in compliance with approved safe work practices
- Report unsafe work practices, incidents, hazards and near misses as per the guidelines in the [Work Health and Safety Act 2011](#).
- Participate in and follow guidelines in relation to risk assessment
- Participate in emergency and evacuation procedures as directed by the Nominated Supervisor

This Position Description details the Key Result Areas. Other Duties may be assigned and will reflect the skill and experience level of the individual.

I have read and understood the above Position Description.

Signed _____ Dated ____/____/____