

BOOSH

Beecroft Out Of School Hours

POSITION DESCRIPTION – Educational Leader

Reports To:

Centre Coordinator and Parent Management Committee

Supervises:

Educators, students on practicum, volunteers.

Position Objective:

- To work cooperatively and professionally as a member of a team in order to provide a high quality program for all children in the service.
- To assist the Centre Coordinator with the efficient and effective operation of the program.

Organisational Relationship:

- The Educational Leader reports directly to the Coordinator and ultimately to The BOOSH Centre Parent Management Committee.

Qualifications / Requirements:

- Bachelor of Primary Education or Certificate IV / Diploma in Children's Services / Diploma in OOSH or currently working towards same, **OR** at least 2 years' experience working in an OOSH environment preferably in a management/supervisor role.
- At least 2 years' experience in working with children aged 5-12 years in an OOSH environment or similar.
- Current paid Working with Children Check.
- Current First Aid Certificate (including CPR and emergency management of Anaphylaxis and Asthma) or willingness to obtain prior to commencement of employment.
- **CHCPRT001** Identify and respond to children and young people at risk or willingness to obtain prior to commencement of employment.
- Acceptance of the role of Educational Leader in writing.
- Acceptance of being 'Responsible Person in Charge' in writing.
- A National Police Certificate from the state or territory police service (or an agency accredited by the Australian Criminal Intelligence Commission) no more than six months before the date of the application.

Knowledge:

- Thorough understanding of the National Quality Framework 'My Time, Our Place' and the National Law and Regulations.
- Proven previous experience planning, implementing and evaluating a program of activity for primary school aged children.
- Sound Knowledge of Workplace Health and Safety requirements.

Essential Skills and Attributes:

- A professional and co-operative approach to working with staff, families and the school community
- Enthusiastic, creative and highly motivated.
- High level effective communication, interpersonal and time management skills.
- Strong leadership qualities as well as a caring nature.
- The ability to work effectively in a team environment and under self-direction.

Key Responsibilities and Duties

General Responsibilities:

- To be aware of and implement the policies and procedures of the service.
- To work within the legislated guidelines of the Education and Care Services Regulations, National Quality Standards and the My Time, Our Place Framework.
- Ensure the safety and supervision of children at all times.
- To assist in keeping the service in a clean and tidy manner and helping to arrange the play environments to ensure the best opportunity for children's learning experiences.
- To assist in preparation of food, activities and environments at the beginning of care sessions, and cleaning at the end of care sessions.
- Implement and supervise developmentally appropriate programs for children as the Educational Leader.
- Assist the Coordinator to ensure that the service meets or exceeds the national quality standards requirements.
- Provide professional leadership and development to staff as the Educational Leader.
- Liaise with management committees as appropriate.
- Assist the Coordinator with the overall management and administration of the service.
- Responsible for the day-to day management of the service in the temporary absence of the Coordinator and for management and compliance with licensing and all statutory and quality standards issues.
- Any other duties as directed by the Coordinator.

Administration:

- Organise all planning and program design, booking of activities, risk assessments, WWC verifications, insurance and any other tasks associated with Vacation Care periods.
- Undertaking enrolment procedures of new families entering the centre through Vacation Care.
- Leading weekly programming meetings with the programming team.
- To assist in planning, preparing and implementing weekly programs and the programming cycle.
- Collating and displaying Educator evaluations of child activities and observations.
- Documentation of children's learning through observations and records.
- Administration tasks regarding reviewing, marking and submitting Roll information.
- Resourcing for the centre – including but not limited to bi-weekly groceries, craft requirements, indoor and outdoor play equipment stocktake and ordering and first aid restocking.
- Assisting the Centre Coordinator in reviewing and updating The Quality Improvement Plan.
- Any other tasks delegated by the Coordinator.
- Assist the Coordinator with the administration of the service.
- Assist the Coordinator to respond to Serious Incidents in line with compliance guidelines.
- Assist the Coordinator to ensure the 6 NQF guiding principles underpin practice.

Children:

- Ensuring all children are signed in and accounted for in line with centre policies.
- Model global supervision at all times ensuring the safety and enjoyment of the children.
- Using first aid qualifications to care for children who have injured themselves or require administration of medication and assist other Educators where needed.
- Assist with organisation and supervision of children during transition times.
- Collect and drop-off children at extra-curricular activities when necessary.
- To ensure children's safety.
- To supervise children's behaviour and meet with parents when needed.
- A willingness to engage with children in a friendly and supportive manner.
- Patient, care, compassion and discernment as needed.
- Assist the Coordinator to ensure all children are directly supervised and adequate supervision is maintained at all times.
- Assist the Coordinator to ensure a behaviour management policy is in place that promotes a safe environment.
- Create and provide a caring environment for children which fosters and encourages social and emotional development.

- Connect with children in an open and authentic manner whilst ensuring the child's perspective is always observed.
- As a role model, ensure appropriate behaviour and language is used at all times.
- Be inclusive of children into the service with additional needs.
- As a mandatory reporter you have the responsibility to report any concerns about abuse immediately on www.childstory.net.au and follow the disclosure guidelines.

Program:

- Assist Educators to implement the My Time Our Place Framework outcomes in consultation with the Coordinator.
- Ensure the program is covering the social and emotional development of children and learning outcomes in consultation with the Coordinator.
- Ensure the program has feedback, ideas and suggestions from children and families in consultation with the Coordinator.
- Work with educators to ensure the program is continually improving in consultation with the Coordinator.

Staff and Management:

- To work as a member of a cooperative and professional team.
- Mentor Educators by leading and being part of reflective discussions about practice and critical reflection of the educational program in regards to the learning framework.
- Identify the training needs of Educators and work with the Centre Coordinator to ensure support for these needs is provided.
- Liaise with the Centre Coordinator to provide pedagogy to Educators who mentor new staff members.
- To attend staff meetings and training as required.
- To ensure effective communication with the Centre Coordinator on any relevant issues
- To direct and delegate tasks to Educators.
- To attend the service AGM and Parent Management Committee meetings when requested.
- Assist the Coordinator to ensure Working With Children Checks (WWCC's) are completed on all staff and volunteers by logging in to the portal and verifying staff. This must be completed before they start.
- Assist the Coordinator with staff appraisal and staff meetings as required.
- Have an understanding that each staff member is unique in what they can offer the service, utilise these differences to improve on quality and what the service can offer.
- Promote educator development by encouraging attendance to trainings to suit their development in consultation with the Coordinator.
- To assist the Coordinator in updating and maintaining the operational and licencing requirements of the service (lodging information, updating details, dealing with ECEC / AMU / etc).
- Assist the Coordinator as the Educational Leader to ensure there is a teamwork approach within the service.

Parents and Community:

- To develop good relationships and effective communication with families.
- To attend monthly Parent Management committee meetings.
- To endeavour to link the service and program to the local community by working with other community services and groups.
- To assist with the organisation and running of Parent and social events.
- To deal with parent complaints in line with centre policies
- Foster open communication and allow for a mutual trust to develop with a courteous and helpful disposition.
- Actively seek out feedback from families and the community as the Educational Leader in regards to programming.
- To act as a connection and resource person for families where appropriate.
- Respect the privacy of each family, understand that each family is different, and the service is there to support them.

Service:

- Assist the Coordinator in ensuring the service is adhering to the National Quality Framework (NQF) and the guiding principles.
- Assist the Coordinator to maintain compliance with all relevant laws and National Regulations.
- Assist the Coordinator to ensure the National Quality Standard (NQS) and the 7 Quality Areas are being adhered to.
- Have current knowledge on issues surrounding children's services and children's development.
- Uphold and maintain privacy at all times on all information held within the service or shared with you either directly or indirectly regarding children, parents and other educators.
- Maintain a professional level of written and verbal communication skills.
- Maintain current knowledge of Child Protection legislation.
- Uphold interpersonal skills such as: active listening, collaboration, problem solving, conflict resolution, empathy, diplomacy; adaptability, mediation and patience.
- Assist the Coordinator to participate in school and community events, link with the community.
- Prioritise tasks, meet deadlines and achieve goals.
- Has initiative and shows the ability to help make a decision in complex and demanding situations.
- Has high level attention to detail and shows a commitment to ongoing improvement.
- To ensure workplace health and safety is adhered to.

Educational Leader:

The educational leader has an influential role in inspiring, motivating, affirming and also challenging or extending the practice and pedagogy of educators. It is a joint endeavour (all educators) involving inquiry and reflection, which can significantly impact on the important work educators do with children and families.

- Consider how the program can be linked to the community by working with other community services and groups.
- Views their role as collegial and seeks to play an integral role in mentoring, guiding and supporting educators.
- Consider what strategies are needed to improve the educational program in the service.
- Lead and be part of reflective discussions about practice and implementing the learning framework, MYTOP.
- Lead the development and implementation of educational programs in the service.
- Mentor other educators by leading quality practice.
- Look into routines, discuss with educators how to make them more effective learning experiences if needed.
- Observe children and educator interactions, make suggestions on how to improve interactions and intentional teaching in consultation with the Coordinator.
- Talk to parents about the educational program.

Work Health Safety:

You have a responsibility under WHS legislation to take care of your own health and safety at work. It is also your responsibility to ensure that your activities do not adversely affect the health and safety of other persons.

You must cooperate with the PMC and Coordinator to ensure that the workplace is safe and without risk to health. This includes, but is not limited to:

- Take reasonable care for their own health and safety while at work.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of others.
- Cooperate and observe with any reasonable policy or procedure of the service in relation to health or safety in the workplace.
- Report all incidents or hazards that may cause injury or illness, and any damage or maintenance requirements affecting the safety of the workplace.
- Use any personal protective equipment (PPE) provided / required by the service to protect personal safety and will ensure that these items are used correctly.
- Engage openly with school staff on WHS issues or provide information on issues that arise.

- Meet the requirements of WHS legislation, assisting the Coordinator to ensure there is someone on premises at all times with current First Aid, Asthma and Anaphylaxis.
- Ensure safe food handling and hygiene practises at the service are upheld.
- Respond correctly to accidents or emergencies and apply First Aid, Asthma and Anaphylaxis management.
- Assist the Coordinator to ensure to keep up to date on children's health allergies and conditions and ensure this information is communicated to other educators.

Hours of Work:

- Permanent full time position, 38 hours per week. Additional time may be granted for meetings or as discussed with the Centre Coordinator to meet organisational requirements.