

POSITION DESCRIPTION



POSITION: Educator (OSHC)

DIVISIONS: Catholic Early Learning and Care

SALARY: Level 1.1 – 4.1 in accordance with Cairns Catholic Early Learning and Care Outside School Hours Care (OSHC) Enterprise Agreement 2018)

REPORTS TO: Nominated Supervisor

Catholic Early Learning and Care (CELIC) as an agency of the Catholic Diocese of Cairns, is a leading provider of childcare in the Cairns region, provide quality care within our Early Learning, Kindergarten and Outside Hours School Care services.

Our aim is to create programs and services that nurture our child's imagination, wellbeing, and joy. Our staff are a part of the community we support.

YOUR OPPORTUNITY

As an Educator, you will be responsible for assisting the daily operations of Before/After School Care and Vacation Care services, whilst embracing the values and vision of our Diocese.

YOUR ROLE

In consultation with the Nominated Supervisor, the Educator may undertake a range of activities including but not limited to:

- Assist with the planning and preparation of thought-provoking, challenging, educational and fun activities for children
- Enthusiastically participate with children in activities
- Effectively and actively supervise children
- Provide children with a safe, secure, inclusive and nurturing environment
- Support the implementation of the Spirituality in the Early Years Program and the National Quality Standards
- Maintain a clean and safe environment before, during and after the completion of the daily program; and
- Build effective and healthy partnerships with team members, families and the community through effective, respectful relationships and open communication.

KEY RESULT AREAS

The Educator is required to demonstrate performance in the following key result areas as part of the annual review process.

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1. Ensure the highest standards of care are provided, in compliance with industry and national regulations
2. Operate service in accordance with the National Quality Standards, including the development and maintenance of the service quality improvement plan (QIP).
3. Develop a comprehensive understanding and follow the Catholic Early Learning and Care Child Protection procedures ensuring all staff are aware of their obligations.
4. Ensure that CELC policies and procedures are adhered to and that all programs comply with relevant State and Federal government statutory National Education and Care Services Law & Regulations.
5. Compliance with Work Health and Safety Policy and Procedures and instructions provided in respect to the Health and Safety of yourself and other persons.

HOW YOU WILL BE ASSESSED - SELECTION CRITERIA

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience. Within the context of the responsibilities described above under 'Your role', the ideal applicant will be someone who can demonstrate the following:

1. Ability to respond to needs and concerns of children to ensure quality of service meets agreed standards
2. Ability to deal with child behavioural difficulties and conflicts
3. Well-developed interpersonal and communication skills with proven ability to engage and develop children.
4. As a genuine occupational requirement, the position requires that the Employee's conduct and lifestyle align with principles of Catholic Social Teaching.

SKILLS AND OTHER REQUIRMENTS

- Experience in working within a childcare environment is desirable for OSHC
- Certificate III in an area of study applying to childcare is desirable OSHC
- Ability to deal with child behavioural difficulties and conflicts
- Good communication and interpersonal skills with demonstrated ability to build relationships with stakeholder
- Current Positive Notice Blue Card or the ability to obtain
- Recognised Senior First Aid, CPR, Anaphylaxis and Asthma Training or willingness to obtain

SAFEGUARDING STANDARDS

The Roman Catholic Trust Corporation for the Diocese of Cairns has standards of conduct for workers to maintain a safe and healthy environment for children. Our commitment to these standards requires that we conduct working with children checks and background referencing for all persons who will engage in direct and regular involvement with children and young people (0 - 18 years) and/or vulnerable adults. The organisation is fully committed to child safety and has a zero-tolerance to abuse of children or vulnerable adults.

EMPLOYEE ACCEPTANCE

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Statements included in this description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive. All employees are required to carry out all duties in accordance with policies and procedures of Catholic Early Learning and Care, and relevant agreements and to act at all times with integrity and professionalism.

I note that Position Descriptions are under periodic review, and may be changed, after consultation, at any time. I have read this Position Description and agree to carry out the duties and responsibilities as outlined above.

I, _____ have read this Position Description and agree to carry out the duties and responsibilities as outlined above.

Signed

Date