

## **Leader- Out of School Hours Care ( Diploma in Charge)**

### **Introduction:**

This Position Description and associated information contained in this document, should not be considered as comprehensive, complete and/or exhaustive in its description of responsibilities, criteria or outcomes.

It is indicative only of the position.

The Leader can and will be asked to undertake duties within their competencies, skills, abilities and training that may not be necessarily mentioned in this document.

The Leader should be aware that their position within the Service is dynamic and may change without notice due to business requirements.

Continuing personal development, change and improvement of processes, practices, knowledge, skills and behaviours is highlighted and expected during the term of your employment

People and jobs evolve and develop, this Position Description is intended to facilitate this (as a living document) and your involvement in this process is a critical element.

### **Legal Framework Under this position and the Services operate:**

Education and Care Services National Law Act 2010

Education and Care Services Regulations 2011

Victorian Working with Children Act 2005

Children, Youth and Families (Vic) Act 2005

Fair Work Act 2009

National Quality Standards

Belonging, Being and Becoming The Early Years learning Framework for Australia

Victorian Early Years Learning and Development Framework

Australian Children's Education and Care Quality Authority

Australian Childcare Alliance Employment Contract

National Employment Standards (NES)

Child Safe

### **Award:**

Children's Services Award 2010.

### **Position:**

Seniors Leader In Charge- Out of School Hours Care

### **Education Level:**

Have completed at least AQF Diploma in Children's Service or ACECQA approved equivalent.

### **Qualifications:**

All qualifications **must be current at all times** a staff member is rostered on to work.

1. A Diploma in Children's Services.
2. Working with Children's Check (Victoria)
3. HLTAID004 "Provide an emergency first aid response in an education and care setting"
4. HLTAID001 Provide Cardiopulmonary Resuscitation
5. HLTFS207B Food Safety Level 1 (food handling)
6. Online Child Protection Training

**Salary Range:**

As per Children's Services Award 2010

**Hours of work:**

As per Employment Contract and National Employment Standard.

This position requires the staff member to work 6:45am to 9:00am Monday to Friday (excluding Public Holidays) and 3:00pm to 6:30pm Monday to Friday – during School Term with planning time required during the hours when you are not working on the floor with the children.

During School Holidays work maybe required Monday to Friday between the hours of 6:45am to 6:30pm on a 7.5 hour shift And at other times if required at any of our Long Day Care services as required from time to time.

**Rosters:**

Rosters will be sent out weekly via email, staff are required to confirm their availability at least 7 days prior to commencement of shift, failure to do so may mean a shift is allocated to another staff member.

**Appointment:**

As per individual Employment Contract.

**Communications:**

**Internal:**

1. OSHC Coordinator- Wandong and St Pats
2. Leaders in both LDC Services.
3. Educators.
4. Management.
5. Educational Leader.
6. WH&S Officer.
7. Approved Provider Representative

**External:**

1. Families.
2. Schools. Including Principal and Parent Council.
3. Community Services.
4. Third party suppliers of services.

**Educational Program and Practice QA1:**

- You will work with the OSHC Coordinator in planning, implementation and evaluation of the program within your area of responsibility to maximize spontaneous opportunities for each child's learning.
- You will respond to the children's ideas and play and use intentional teaching to scaffold the children's learning.
- It is your personal responsibility to ensure you and staff within your area, are documenting the children's ongoing learning cycle while engaged in play.

- You will observe the children to evaluate their progress and to detect signs of ill health, emotional disturbance or other learning difficulties.
- You are to ensure that all findings are recorded on "Childcarers" and discussed with all stakeholders.
- You are required to research new and innovative ideas which may be incorporated into the Program.
- Through discussions, observations and documentation, you will plan, implement and evaluate the Program.
- You will ensure that staff working in your area complete observations as required with substantiating evidence, every week and these observations are to be recorded on "Childcarers".
- You are required to review and post group observations once a week in collaboration with the Educational Leader/OSHC Coordinator.
- You are required to complete children's updates at the end of each week.
- You are responsible for delivering monthly news updates of your area via "Childcarers".
- You are expected to ensure that each child's agency is promoted, enabling them to make choices and decisions, and influencing events in their world.
- Your curriculum outcomes need to contribute to each child's learning and development in relation to their identity, connections with community, well-being, and confidence as learners and effectiveness as communicators.
- It is your responsibility to ensure that you identify areas of further personal development needs for staff who work with you, to assist your staff to become more effective Educators(e.g.Behaviour Management/Allergies etc.)

### **Children's Health and Safety QA2:**

- It is your responsibility to ensure that all educators under your control are actively and diligently supervising children at all times.
- You are required to ensure that staff educate the children to understand their health and safety.
- You will ensure that the nutritional health, welfare and safety needs of children is documented.
- It is your responsibility to identify factors which may impede children's progress and development and communicate your concerns to the OSHC Coordinator as soon as possible.
- You should stay alert to individual children's needs at all times.
- It is your personal responsibility to ensure the safety of the children in your care and that you are actively supervising children adequately as per age appropriate ratios.
- You are personally responsible for maintaining a high standard of hygiene and cleanliness in your area and the service including the staff area , toilets etc. by ensuring that infection control measures and undertaking cleaning duties are applied as required.
- All maintenance, WH&S, and safety concerns should be immediately reported in writing via TASK by you, to management for follow up.
- You are required to take every reasonable precaution to protect children from harm and any hazard likely to cause injury.

- You are required to be aware of your legal reporting requirements for every child with respect to risk, abuse and neglect.
- You should ensure that documentation relating to Incident, injury, trauma and illness is completed on time and correctly with reportable incidents completed within the required timeframe as set out under the Regulations.
- Embed physical activities and healthy eating into every program for the children.

### **Physical Environment QA3:**

- You should ensure that the service provides an internal and external environment which is suitable for the purpose, interesting and appealing for all children.
- You are required to ensure that each child has the ability to be engaged in a quality experience in both built and natural environments.
- You are required to develop a Program to encourage children and Educators under your control actively care for the environment and contribute to a sustainable future.
- You will embed sustainable practices into the Program to teach children and Educators under your control how to show respect for the environment.
- You will provide a Program to engage every child in quality experiences using both indoor and outdoor environment (organising sufficient project materials to ensure appropriate and effective implementation for multiple uses).
- You should regularly ensure that your indoor/outdoor furniture and equipment is safe, clean and well maintained.
- Your Program will promote competency, independent exploration and learning through play.

### **Staffing Arrangement QA4:**

You are expected to create and manage the area routine/s.

- You are required to provide clear instructions for all Educators in your area at all times.
- With the assistance of the Educators, you will provide the highest standard of education and care to all children at all times.
- You are required to collaborate with and lead your team.
- You are required to demonstrate ongoing learning and reflective practice as determined by the Educational Leader/OSHC Coordinator on a monthly basis.
- You are required to ensure that you are on time for all of your shifts, that breaks are taken at the correct time for the correct length to aid in service efficiency and respectful relationships with other staff, throughout the day.
- You are required to acknowledge and support the personal, professional, cultural and linguistic diversity that all Educators bring to your area and the Service.
- You are required to work harmoniously and efficiently with all Educators including special needs workers/support personnel where necessary.
- You are expected to support and mentor any students in your area.
- You will attend mandatory professional training as scheduled on “Childcarers” by the Educational Leader/OSHC Coordinator.

- You are required to ensure that educator to child ratio requirements are maintained at all times.
- You are required to ensure that inter-actions convey mutual respect and assist to develop Educators skills and weaknesses.
- You are required to work as a large team or individually by sharing area responsibilities, delegate job roles and be flexible with changes throughout the day.

#### **Relationships with Children QA5:**

- You will ensure that all communication within your area with the children is open and respectful to ensure the children are secure, confident and included in the area experiences.
- You will ensure that all children in your care **ARE** to be encouraged and engaged in all planned experiences set out.
- Help develop programs which will enable children in the area to manage their own behaviour.
- Develop strategies to enable Educators to respond appropriately to behaviour of others.
- Create programs to enable role modelling to educate the children how to effectively resolve conflict.
- Monitor children in various activities/experiences (e.g. meal time, group or individual play) for the purpose of providing a safe and positive learning environment and effective routines.
- Encourage each child to be secure, confident and included within the service.
- Ensure that the dignity and rights of all children in your area are maintained at all times.

#### **Collaborative Partnerships with families and community QA6:**

- Establish and maintain ongoing positive, supportive and respectful relationships with families.
- Meet and greet all families in a respectful and professional manner at all times.
- In conjunction with the Service Director, meet with families about children's developmental issues as required.
- Integrate "special needs children" into the normal Program.
- Provide feedback or other support to ensure that families are supported in their parenting role and the family values and beliefs about child rearing are respected.
- You are required to build and maintain relationships within your local community (e.g other Schools, Dianella, Police, CFA)
- You will encourage families to share their cultural knowledge and skills with the children.
- You are expected to maintain respectful, professional, supportive relationships with families.
- In conjunction with other Educators, OSHC Coordinator and external agencies, develop transition programs to support the children to move to the next level of education and care.

### **Leadership and Service Management QA7:**

- You are required to always maintain confidentiality and adherence to the Services Policies, Procedures and Code of Ethics (Early Childhood Australia Inc.) and confidentiality Deed as attached to your Employment Letter.
- You are required to comply with the National Quality Standards to maintain high quality education and care at all times.
- You are required to regularly come to and participate in various meetings and training events (e.g. Staff development, Staff Meetings, Conference etc.) for the purpose of sharing information and/or improving ones skills and knowledge. These can be held at any of the Services, out of hours and sometimes travel may be required.
- You are expected to be a passionate Early Childhood Educator and strive to achieve the Services' goals (as outlined in the Policy and Procedures Manual) and ensure our Service Philosophy is reflected in your daily practice.
- You are expected to assist in the daily, weekly and monthly duties (cleaning, maintenance etc.) to ensure a safe, clean and hygienic environment that is welcoming to all.
- You are required to actively contribute to and implement the Service Quality Improvement Plan.
- You are required to provide assistance and direction to new staff as part of their induction process with in the Service and the Area s.
- When necessary share the workload of the OSHC Coordinator by undertaking any designated duties normally carried out by that person.
- This position requires independent thinking, strategic goal setting and the ability to use initiative to ensure that the incumbent is in charge of the staff and children and the facility at all times that they are present.

### **General Duties**

The responsibility of this role is to provide the highest quality education and care to all children in your area.

You are required to deliver a Program within the Service focusing on the needs of the children, to provide and accommodate developmental, cultural and individual needs for all children who participate in a flexible and secure learning environment.

The usual and customary methods of performing the role requires the following physical demands: Significant lifting, carrying, pushing and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching and or crawling; and significant fine finger dexterity.

Generally the role requires 34% sitting, squatting and bending to child levels.

33% walking and running and 33% standing.

During the year the role may be performed under some challenging conditions.

You need to be aware of who the WH&S officer is, all relevant documentation or communication needs to go directly through the officer.

Cleaning is required throughout the day, duties include vacuuming, sweeping, mopping, cleaning both children's and staff toilets, gardening, blowing the yards, washing walls, windows and window sills. Some days will be a day of cleaning if numbers are low and you are rostered on.

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You will be required to undertake any other lawful duties as requested to do so by the Approved Provider Centre Directors or Educational Leader.

**I HAVE READ AND UNDERSTAND THE CONTENTS OF THE JOB DESCRIPTION:**

\_\_\_\_\_

(Print Full Name) Educator

\_\_\_\_\_

(Print Full Name)

\_\_\_\_\_

Signature Date: \_\_\_\_\_

\_\_\_\_\_

Signature Date: \_\_\_\_\_