

POSITION DESCRIPTION

SPRINGWOOD NEIGHBOURHOOD CENTRE CO-OPERATIVE LTD

TANDERRA OUT OF SCHOOL HOURS CARE

EDUCATIONAL LEADER

EDUCATIONAL LEADER / EDUCATOR

ORGANISATION

Springwood Neighbourhood Centre Cooperative Ltd (SNCC) is a community managed organisation providing assistance and services for residents in our community. The Centre is committed to social justice in meeting the needs of all residents through the equitable provision of assistance and services that recognise cultural and language differences, disability, social and financial disadvantage and those people experiencing distress and/or need.

TANDERRA

Tanderra has been operating since 1984 and is a project of the Springwood Centre Co-operative Ltd. It provides a safe, fun place for school-aged children to enjoy their out-of-school hours while their parents are at work, studying or require care for any other reason. Tanderra comes under the National Education & Care Service Regulation and is required to implement a programme based on the "My Time, Our Place" Framework for School-Aged Care.

POSTION TITLE:

Educational Leader / Childcare Educator

POSITION CLASSIFICATION/AWARD

This position is covered by the Children's Services Award 2010 and the SNCC Contract of Employment. Level 4
Permanent part time

HOURS OF WORK:

Minimum 15 hours per week
Hours vary dependent upon service requirements

POSTION OBJECTIVES:

To lead and guide the educational programme in accordance with "My Time, Our Place" the framework for school aged care. To assist other educators in the provision of a high quality out of school programme which meets the expectations of the Approved Provider, families and children. Supported by an experienced team, this position will support the team in their

planning and reflection, and help to provide care, activities and educational elements to those in the programme.

To work within the centre's philosophy, policies and procedures as part of a team. To work within the requirements of the National Quality Framework (NQF) and the Framework for School Age Care – My Time, Our Place.

This person will be required to undertake training and orientation to be a Responsible Person and thereafter may be placed in day-to-day charge of the service in the absence of the Nominated Supervisor.

ACCOUNTABILITY:

The Springwood Neighbourhood Centre Co-operative Board Ltd via the Tanderra OOSH Nominated Supervisor and SNCC CEO.

SUPERVISES:

All educators in relation to the recreational programme

SPECIFIC RESPONSIBILITIES:

Administration

- Comply with the requirements of the National Quality Framework and Framework for School Age Care – My Time, Our Place and other relevant legislation, for example, Work, Health & Safety.
- Ensure implementation of the service philosophy that guides the pedagogy and programme and planning decisions. Read and develop an understanding of the service's policies and procedures.
- Undertake daily responsibility for the service when the Co-ordinator and Assistant Co-ordinator is absent.
- Participate in professional development opportunities as required and keep up-to-date with current industry trends. Share this knowledge with the other educators at the service.
- Attend staff meetings as required, playing an active role in guiding the team regarding the educational programme and its planning and reflective cycle.
- Contribute to the development of the Quality Improvement Plan (QIP).
- Undertake other duties as determined by the Nominated Supervisor from time to time.
- Comply with all service policies & procedures.

Program:

- Lead and guide the educational program and planning in accordance with the My Time, Our Place Framework for School Age Care (MTOP).
- Lead and support the planning, implementation, evaluation and reflection of programs to reflect the emerging skills and interests of children.
- Maintain ongoing records of children's development against learning outcomes.
- Contribute to the planning of children's learning and the documentation of this so as to make their learning visible.
- Guide educators in their planning and reflection. Set goals for educators and incorporate their feedback and reflections in further planning.
- Ensure curriculum decision-making contributes to each child's learning and assists children to develop, in accordance with the MTOP outcomes.
- Engage in critical reflection of the service and evaluation of children's learning and use this as a primary source of future planning.
- Assist with the implementation of a play-based learning environment responsive to children's interests, strengths and abilities.

Communication:

- Build positive relationships with other educators.
- Work as a member of the team. To be flexible and work in a cooperative manner to ensure efficient operation of the service and maintain a high level of morale.
- Follow direction and instructions of the Nominated Supervisor and/or senior Educators.
- Co-operate and work collaboratively with families, ensuring regular communication regarding the care and specific needs of their children, and ensuring that families feel comfortable and encouraged to become involved in the service.
- Attend service social/community events as required.
- Convey information regarding the service and its policies accurately to families and members of the public.

- Respond to telephone and face-to-face enquiries, providing accurate information and appropriate referrals in a friendly and courteous manner, and promoting a positive image of the service at all times.
- Refer all family concerns to the Nominated Supervisor as appropriate.

Children:

- Foster a rich play environment consistent with the Framework for School Age Care – My Time, Our Place.
- Assist in creating a warm, caring environment for all children attending the service.
- Be actively involved with children in activities as directed by the Nominated Supervisor.
- Be aware of children's needs and abilities and meet these in a manner that is appropriate.
- Actively supervise the children and instruct children in the appropriate use of equipment.
- Share responsibility for the safety and hygiene of children within the service's environment, including ensuring appropriate cleaning and food handling practices.
- Create a collaborative and caring environment for the children.
- Educate children through modelling and the demonstration of appropriate behaviours.
- Actively involve children in the continual development and evaluation of the program and ensure a suitable variety of activities to cater for all varying developmental needs of children are provided.
- Maintain, and consistently implement the behaviour management policy.
- Provide feedback to parents regarding their child's/children's participation at the service.
- Fulfil duties associated with mandatory reporting guidelines in line with the Child Protection legislation and the service's policies.

Work, Health & Safety:

- Be aware of and comply with the service's Work, Health & Safety policies and procedures.
- Take reasonable care to protect own safety in the workplace and work in a safe manner, in compliance with approved safe work practices.
- Participate in emergency and evacuation procedures as directed by the Nominated Supervisor.
- Report any emergency to the most senior educator and assist as directed.
- Check the environment (indoor and outdoor) each day and report any faulty equipment to the Nominated Supervisor as soon as possible.
- Assist in maintaining a clean and safe environment before, during and after the completion of the session.
- Assist in maintaining the work environment to minimise risk to children, educators and visitors to the service.

REVIEW OF THIS JOB DESCRIPTION

This job description can only be amended with the approval of the Approved Provider. It will be reviewed on an annual basis or when deemed necessary by the Approved Provider.