

## **POSITION DESCRIPTION**

**SPRINGWOOD NEIGHBOURHOOD CENTRE CO-OPERATIVE LTD**

**TANDERRA OUT OF SCHOOL HOURS CARE**

# **EDUCATOR**

## **CHILD CARE ASSISTANT**

### **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**

Educator - Child Care Assistant

### **POSITION CLASSIFICATION/AWARD**

This position is covered by the Children's Services Award 2010 and the SNCC Contract of Employment.

Casual

### **HOURS OF WORK**

Varying hours dependent upon service requirements

### **POSTION OBJECTIVES**

To assist 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 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 may be placed in day-to-day charge of the service in the absence of the Nominated Supervisor.

### **ACCOUNTABILITY**

The Springwood Neighbourhood Centre Co-op Board through the Tanderra OOSH Nominated Supervisor and the SNCC Manager

### **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.
- Read and develop an understanding of the service's philosophy, policies and procedures.
- 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.
- Contribute to the development of the Quality Improvement Plan (QIP).
- Read and understand this Job description and carry out the duties and tasks to the best of your abilities.
- Undertake other duties as determined by the Nominated Supervisor from time to time.
- Comply with all service policy & procedures.

#### **Program:**

- Assist in program planning that is based on the Framework for School Age Care - My Time Our Place.
- Contribute to and assist in documenting evaluations of the program.
- Actively engage with children during the implementation of the program.

**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.