

<b>Position title:</b>	OSHC Educator
<b>Main purpose of the role:</b>	Provide a safe, caring play environment that supports children's needs and interests and facilitates learning experiences that are engaging and challenging
<b>Responsible for:</b>	Students Prep-Yr 6
<p><b>Key result areas:</b></p> <p>In partnership with colleagues and through the support of the College, An OSHC Educator is required to:</p> <ol style="list-style-type: none"> <li>1. <i>(Mission/Ethos)</i> Have an understanding of, commitment to, and support for the values and beliefs of Parklands Christian College and the mission of the body of Christ.</li> <li>2. <i>(Professional Practice)</i> Demonstrate, develop and maintain both effective practices in learning and student support and positive relationships with students and colleagues.</li> <li>3. <i>(Professional Engagement)</i> Foster and develop appropriate professional relationships with parents, carers and the wider school community.</li> <li>4. <i>(Professional Learning)</i> Commit to maintaining currency of professional knowledge and skills, and participate in the school renewal processes.</li> </ol>	
<p><b>Statement of responsibility:</b></p> <p>The work of the OSHC Educators will be consistent with the College's mission statement; CLEAR values and pedagogy; Code of Conduct for employees; and published policies, procedures and practices.</p> <p>The OSHC Educators uses appropriate knowledge and skills to ensure that students receive quality education and wellbeing support consistent with the Christian faith, achieved through effective assessment, planning and review.</p>	
<p><b>Scope of the position:</b></p> <p><b><u>Mission/Ethos</u></b></p> <p>The OSHC Educators at Parklands Christian College has an understanding of and commits to supporting the mission and ethos of Christian education within the school by:</p> <ul style="list-style-type: none"> <li>• Actively supporting the faith life of the school</li> <li>• Ensuring that the teachings, values and practices of the Christian faith form a foundation for learning, teaching and caring for others</li> <li>• Establishing positive relationships including engagement in the pastoral care of students and supporting their spiritual and moral development.</li> </ul> <p><b><u>Professional Practice</u></b></p> <p>An OSHC Educator at Parklands Christian College demonstrates effective practices which supports the development and maintenance of positive relationships with students and colleagues by:</p> <ul style="list-style-type: none"> <li>• Creating a nurturing and ordered learning environment which is person-centred, supportive, cooperative and aligned with disability policies, documents and practices</li> <li>• Collaboratively supporting quality programs; evaluating their effectiveness; assessing and reporting student progress and development outcomes; and reporting these to the OSHC Coordinator.</li> <li>• Supporting effective, adaptive, inclusive, and equitable practices and approaches.</li> <li>• Proactively and collaboratively engaging in professional renewal practices to enhance student outcomes.</li> <li>• Providing effective supervision of students and contribute to the health and safety of the workplace.</li> </ul>	

### **Professional Engagement**

An OSHC Educator at Parklands Christian College fosters and develops appropriate professional relationships with parents, carers and the wider school community by:

- Valuing and supporting the distinctive role of parents and carers as partners in the learning and teaching process.
- Encouraging and supporting the involvement of the school and students in the life of the church.
- Engaging the wider community, where appropriate, in programs.
- Supporting, as appropriate, the involvement of the school in special events and celebrations.

### **Professional Learning**

An OSHC Educator at Parklands Christian College commits to maintaining currency of professional knowledge and skills and participating in the school renewal processes by:

- Evaluating practices by participating in professional development.
- Maintaining a high level of academic knowledge relevant to student support.
- Regularly engaging in collaborative processes through which they share knowledge of key learning strategies with colleagues.

### **Key Accountabilities:**

- Engage with children in a play-based learning environment by adapting strategies to ensure an inclusive caring approach. Offering open-ended learning activities whilst ensuring that the application of the National Quality Framework is met at all times.
- To assist with program planning and reporting by contributing to program planning and personal reflective thinking practices. High organisational skills and attention to detail are required. As well as providing quality recording keeping and documentation observation of children's learning. Develop activities and ability to engage students in effective self-selection and critical thinking.
- Create a safe and caring play environment by ensuring adequate risk assessments and examples of hazard removals, minimisation, and reporting. Use of effective behaviour management strategies as well as a basic administration of first aid and accurate record keeping, therefore maintaining confidentiality at all times. Ability to develop and maintain effective communication skills.

### **Key Responsibilities:**

- Use the My Time Our Place Framework for School Age Care in Australia from the National Quality Framework to develop an inclusive educational environment that engages children in open ended play based learning opportunities and encourages self-selection, critical thinking and problem solving.
- Display high levels of attention to detail and well developed organisational skills when recording or documenting observations of children's learning and meet set weekly tasks in a timely and efficient manner.
- Manage and deliver activities that support the needs and interests of the children.
- Provide input into program planning for term and vacation care, including reflective practices and refinement responses.
- Ensure all WH&S risks are assessed, minimised and reported, removing hazards when observing children through play.
- Administer basic first aid and record and report all illness and injuries accurately while maintaining confidentiality.

- Use effective behaviour management strategies to guide and support children with clear expectations and boundaries, while still displaying patience, care compassion and discernment.
- Focus on developing excellent communication skills and strategies so that the children and their families feel included, confident and well-informed.
- Perform other duties, as required.

#### **Qualifications/Experience Required**

- Active Christian faith
- Preferably the applicant will have a Diploma in Early childhood education or Completed a cert IV in school-age education
- Current First Aid Certificate
- Current CPR Certificate
- Current Anaphylaxis Training
- Current Emergency Asthma Management Training
- Eligibility for a Working with Children Suitability Card (Blue Card)

#### **Professional Responsibilities - Annual Checklist**

The annual checklist below is a list of professional responsibilities for every Team Member. This list is not exhaustive, and should prove useful as a guide for professional practice, and for reflection.

##### **1. Reflective Practices for Improvement**

- Regular check-ins with Team leader

##### Professional Conversations

- Half Yearly Conversations
- Annual Self Review

##### Professional Development

- 10 hours of CPD
- Staff Meetings
- Master Classes (optional)

##### **2. Special Events & Community**

- Fete (optional)
- Carols (optional)
- Awards Evenings (optional)
- Devotions
- Other