POSITION DESCRIPTION – SCHOOL AGE CARE EDUCATIONAL LEADER
Five afternoon shifts per week including planning
16 hours per week (Time fraction .42)

Position
The Applicant will work under the direction of the Nominated Supervisor. We are increasing our educators/staff numbers meeting the child, staff ratios and are seeking a highly motivated individual who is passionate and dedicated to this position.

The Applicant will be employed as an ES1 – Level 1 Range 1 with the opportunity to negotiate the remuneration depending on qualifications experience; the position also includes holiday pay over the term breaks. One Year fixed term with possible extension of contract.

Hours of Employment are from 3.00 pm to 6.00 pm on a 48/52 basis. This time fraction includes planning and meeting times. Recall days (as per Education Support Agreement) to be worked at the end or start of the school year, or by agreement.

Qualifications
The Applicant will have a degree in Early Childhood or Primary Teaching, or a Diploma in Children Services and/or Youth or Recreation or qualifications that have been approved by Australian Children’s Education and Care Quality Authority (AECQA) for the purpose of the education and Care for school age care. www.acecqa.gov.au

A current Level 2 or Senior First Aid Certificate, or a preparedness to renew/undertake either certificate as soon as possible, is also required. Anaphylaxis training is essential as per National Quality Frameworks.

Applicants will be required to provide a Working with Children Check card in accordance with the Information Privacy Act 2000; the school will retain a certified copy of your Working with Children Check card. A satisfactory police check is essential.

Program Information
The service meets the requirements of Education and Care Services National Law Act 2010 (National Law) and National Regulations 2011, Department of Education, Early Childhood Development (DEECD), Department of Education & Workplace Relations (DEEWR), Family Assistance Office (FAO) and National Quality Standards.

Our morning program caters for up to 60 children, and the afternoon program caters for up to 135 places. The program operates from Monday to Friday between 7.00 am to 8.45 am and 3.30 – 6.00 pm.
On pupil free days a full day program operates between 7.00 am – 6.00 pm.
The educator’s ratio is 1 staff member for each 15 children or part thereof & one qualified educator for every 30 children.

Organisational Structure
The service is provided and managed by the Wales Street Primary School Council. Employed staffs are ultimately accountable to the WSP School Council (Approved Service). On a day to day basis the Principal and the Program’s Nominated Supervisor manage this accountability.

OSHC Duties and Responsibilities
• Collaborate with families and children about their interests and common goals
Ability to be part of planning, development, implementation and evaluation of developmentally appropriate programs which are safe, allow children to develop their imagination and carry educational value reflecting the multi-cultural and social nature of the community.

Consider individual and group interests, challenges, skills, talents and capabilities and support children in learning about the decision making process.

Maintain portfolios, children’s observations and learning stories for individuals or group of children, to scaffold on children’s existing knowledge and skills and to enhance their learning.

Promote physical activity through planned and spontaneous experiences and ensuring that it is appropriate for each child.

Contribute to a nutritional menu that incorporates healthy choices for all children.

Create an environment which ensures trust and security and provides flexible routines and smooth transitions.

To ensure that children with additional needs are included in activities and assist with attendant care duties when required (e.g. changing soiled clothes or assisting with toileting).

Demonstrated ability to implement age appropriate behaviour management strategies.

The Education Leader will be familiar with all aspects of the Nominated Supervisor’s role to manage the day to day running of the service so that are in a position to deputise for the Coordinator/Assistant Coordinator in case of their absence.

Attend Staff meetings, professional development training and networks when appropriate.

Assist the child in their orientation/transition to the program.

Work within a legal and ethical framework:

Comply with Wales Street SAC policies and procedures including philosophy of the service.

Be familiar with National Quality Frameworks which includes National Law Act 2010, Regulations 2011 (the Regulations) and National Quality Standards for SAC compliance requirements.

Refer to principles and practices under the relevant approved learning framework for school age care “My Time Our Place and VEYLF.”

Follow Child Protection guidelines and understand own responsibilities as a Mandatory reporter.

Work ethically in alignment with The Australian Early Childhood Association Code of Conduct/Ethics.

Maintain and ensure privacy & confidentiality where appropriate.

Occupational Health and Safety:

Responsible for personal health and safety.

Complies with WSP requirements in relation to OHS and identifies and reports OHS issues.

Reports accident/incident and illness information promptly.

Diversity

Demonstrate ability to equitably and effectively work with educators, families and children with diversity of ethnicity, gender, abilities, skills etc.

Interpersonal Skills

Good oral and written communications skills.

Ability to communicate with a diverse range of people including children, families, educators and the wider community.
• Proven high level ability to work constructively as part of a team

Quality Improvement Plan
• Contribute to Quality Improvement Plan as part of the SAC continuing improvement of the service and for families

Desirable Qualification and experience
• Knowledge of all relevant SAC legislations and relevant Government Policies
• Completed the “fit and proper” assessment under the National Law or willing to undertake the assessment.
• Food Safety Supervisor (Level 2) Certificate
• Some Knowledge of qikkids – Computer skills or willing to learn
• Anaphylaxis training is essential
• Asthma training

Equal Opportunity
The Department of Education values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.

Other Information
All staff employed by the Department of Education and schools have access to a broad range of employment conditions and working arrangements

Appointment of successful applicant will be made subject to the satisfaction of pre-employment conditions
The appointment is subject to a three month probation period. Probation may be extended for a further three months if required.

Performance Review process will be held annually

Detailed information on all terms and conditions of employment is available online at the Department’s Human Resources website at www.eduweb.vic.go.au/hrweb/

Out of School Hours Care Team Leader
School Age Care Component to commence immediately

Thank you for expressing interest in the advertised vacancy at Wales Street Primary School.
Applicants must address the Key Selection Criteria listed below and list at least 3 referees.

KEY SELECTION CRITERIA

1. Outstanding interpersonal skills and the ability to communicate with children, educators, families, and the wider community

2. The ability to plan and implement a stimulating educational program with a range of experiences incorporating National & State Education curriculums, and My Time, Our Place Framework and VEYLF in relation to the five learning outcomes.

3. The ability to ensure that children are provided with a safe and secure environment.

4. The ability to work as part of a team to deliver a high quality School Age Care.

5. Demonstrate a ability in communication skills and computer literacy.

Please send C.V. to. Wales Street Primary School (SAC) - Wales Street, THORNBURY, 3071
or by email oshc.wales.street.ps@edumail.vic.gov.au