



Early Learning Centre & Outside School Hours Care

OSHC LEAD EDUCATOR

The Lead Educator at Mount Carmel coordinates our Outside School Hours Care Programs within the College. They Lead a team of educators and work alongside the Centre Manager/ Early Years Coordinator to shape an educational program for school aged children.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service.
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

MOUNT CARMEL COLLEGE	
POSITION	Outside School Hours Care (OSHC) Lead Educator
SUPERVISOR	Centre Manager and Early Year Coordinator
DIRECT REPORTS	Centre Manager, Early Years Coordinator, Head of Primary, OSHC/ELC Educators and other college Staff
QUALIFICATIONS	<ul style="list-style-type: none"> • Diploma of Early Childhood Education and Care (or equivalent) • Current <i>Provide an Emergency First Aid response in an Education and Care Setting</i> qualification • Current ACECQA approved Anaphylaxis and emergency asthma management training • Valid Working with Children Check • Recent Child Protection Training
ESSENTIAL EXPERIENCE	<ul style="list-style-type: none"> • Minimum 2 years' experience in a Leadership position in an Out of School Hours Care/Vacation Care Service or minimum 5 years' experience in an educator position in an Out of School Hours Care service • Proven ability in all areas of administrative procedure, curriculum development, parent and community liaison, staff professional

	<p>development and training, team leadership and management of staff.</p> <ul style="list-style-type: none"> • Understanding and working knowledge of WHS legislation • Demonstrated knowledge of the My Time Our Place Framework, Education and Care Services National Law (2010), Education and Care Services National Regulations (2011), Family Assistance Law (Child Care Subsidy 2018)
UP TO DATE KNOWLEDGE AND COMPLIANCE OF THE FOLLOWING LAW-REGULATIONS-ACTS	<ul style="list-style-type: none"> • Policies and Procedures • Education and Care Services National Law (2010) • Education and Care Services National Regulation (2011) • National Quality Standard (NQS) • My Time Our Place (MTOF) • The Early Years Learning Framework (EYLF) • ECA Code of Ethics • Work Health and Safety Act 2009 • Fair Work Act • Child Protection legislation
POSITION OBJECTIVES	<ul style="list-style-type: none"> • Coordinate educators and staff in the OSHC service in line with relevant regulations, policies and procedures • Liaise closely with and provide reports to the Centre Manager, Early Years Coordinator, Nominated Supervisor/Principal regarding matters relating to the operation of the service • Support educators and staff with professional training and mentoring to effectively manage the service, whilst providing feedback regarding performance on a regular systematic basis

ROLE DIMENSIONS- KEY PERFORMANCE AREA

QA1 Educational Program & Practice Key Tasks:

- ensure Mount Carmel College facilitates quality play and leisure-based educational and care programs for school-aged children responsive to children's ideas, strengths and abilities that inspire independent learners
- provide a stimulating, varied and age-appropriate children's program that is developed and implemented to meet the ongoing needs of the children based on the approved learning framework, *My Time, Our Place: Framework for School Age Care in Australia*
- ensure that the program is critically reflected on, monitored and adapted so as to provide for an interesting and challenging environment (consulting with educators to provide variety and input from various perspectives)

- provide support to the Educational Leader to ensure the OSHC and/or Vacation Care program meets the goals of the approved learning framework (MTOP) to help children develop:
 - a strong sense of their identity
 - connections with their world
 - strong sense of wellbeing
 - confidence and involvement in their learning; and
 - effective communication skills
- assist in the collection, recording and evaluation of children’s records and observations, as required by National Regulations and the National Quality Standard.
- implement inclusive practice and lead an environment which honours diversity
- ensure practices meet children’s individual needs (including the needs of children with a disability) and enhance their physical, emotional, cognitive, social and cultural development
- maintain professional written and verbal communication skills with children, staff members, families and allied health professionals
- be proactive in ensuring currency in best school aged care practice for before and after school care and vacation care
- initiate and facilitate with the development, implementation and review of a service philosophy; and
- facilitate the development, implementation and update of the Quality Improvement Plan for the service in collaboration with the Early Years Coordinator

QA2 Children’s Health and Safety Key Tasks:

- promote child wellbeing and prevent harm to children and young people by adopting and adhering to the National Principles of Child Safe Organisations
- maintain and demonstrate an extensive knowledge of Child Protection legislation and its implications for the care and protection of children
- ensure compliance as a mandated reporter in accordance with the service Child Protection policy and procedures
- assist educators and staff to comply with child protection in the workplace
- recognise and report misconduct, illegal or inappropriate behaviour to the Principal, Business Manager or Early Years Coordinator
- inform the Principal, Business Manager or Early Years Coordinator of all allegations or convictions of a child protection nature against an employee, of which you become aware

- ensure policies and procedures are adhered to ensure the children are safe and adequately supervised at all times
- ensure compliance as a mandated reporter in accordance with the service Child Protection policy and procedures
- provide support and guidance to educators and staff to ensure children are protected from harm and hazard and are not subjected to corporal punishment or unreasonable discipline in line with policies and procedures
- contribute to the review process of policies and procedures and ensure educators and staff follow procedures to ensure children do not leave the service premises except in accordance with National Regulations- with a parent or authorised nominee or in the case of an emergency evacuation situation, risk assessed excursion, regular outing or transportation
- maintain and demonstrate an extensive knowledge of Workplace Health and Safety (WHS) legislation and safety issues relating to children and educators and staff.
- Work with the Compliance Officer and Centre Manager at the College to uphold current WHS issues are monitored.
- provide information regarding correct manual handling techniques and procedures to educators and staff to ensure policies and procedures are followed and assist by identifying manual handling hazards and risks within the service
- ensure all educators and staff are aware of and respond positively and consistently to children's additional needs including adjustments and requirements; diet and allergies; developmental needs etc.
- lead, guide and mentor educators and staff to a high standard of hygiene in compliance with procedures and policies
- lead, guide and mentor educators and staff to ensure adequate health and hygiene practice regarding safe food handling procedures are implemented at the service and ensure the preparation and storage of food adhere to relevant food safety standards
- supervise and support educators and staff to ensure the administration of first aid or medication in compliance with relevant policies and procedures
- provide support and supervision to educators and staff to ensure accurate and detailed records of incident/injury/trauma or illness of individual children are recorded and families are notified within 24 hours of any incident/injury/trauma or illness, and
- ensure reporting of serious incidents to the regulatory authority within 24 hours in accordance with Education and Care Services National Regulations.

QA3 Physical Environment Key Tasks:

- monitor and mentor Educators to create a safe, supportive, stimulating and educational environment for all children
- respond, document and develop a plan of action for any situation that may constitute a hazard to the health and safety to children, families, educators, staff or visitors that has been reported by lead educators/educators. If required, report to the college leadership team.
- resource the OSHC service with appropriate equipment and ensure the team maintain the aesthetics of the environment and ensure all resources and equipment are respected and maintained in conjunction with the Centre Manager, Early Years Coordinator, facilitate timely repairs and maintenance
- ensure the physical environment complies with the licensing requirements of the National Regulations, the Building Code of Australia (BCA) and Australian Safety Standards for all equipment and resources
- ensure effective processes are in place to meet WHS requirements
- ensure the OSHC service strives towards environmental sustainability in all areas through sustainability action plans; and
- assist educators/ staff with the indoor and outdoor environment promoting commitment to continual improvement to the quality of care and experience each child and family receives.

QA4 Staffing Arrangements Key Tasks:

- ensure educators and staff have a working knowledge of the National Quality Framework and meet these guidelines in their work practices
- help others to understand their obligations to comply with legislation, rules, policies and procedures relating to the operation of the service
- demonstrate a thorough knowledge of the Code of Ethics (Early Childhood Australia Inc.) and ensure educators and staff act within these guidelines
- ensure educator and staff qualifications and ratios meet the needs of the OSHC service in accordance with the National Quality Framework (NQF)
- demonstrate strong leadership skills in education and management to effectively manage a large team
- contribute positively and effectively to the team environment within the organisation to ensure smooth operation of the OSHC service
- ensure the daily organisation of staff meet minimum qualifications and educator to child ratios at all times

- promote a healthy team environment and develop positive channels of communication to foster a cohesive team environment where educators and staff feel supported and valued
- participate in ongoing professional development and training programs and support staff to undertake further professional development in conjunction with the Educational Leader
- provide feedback to educators and staff regarding their conduct and work practices whilst creating a supportive workplace environment
- implement the service Performance Management procedures as required, to develop a continuous process of planning, mentoring and reviewing performance for educators and staff
- implement the service *Grievance Policy* and procedures
- encourage educators and staff to follow the *Grievance Policy* in relation to complaints or incidents
- ensure any grievances raised by educators, staff or families are reported to the leadership team
- keep up to date with current trends and issues in Out of School Hours Care and Vacation Care and share information with the educators and staff to support research-based practices within the OSHC service
- conduct regular staff appraisals and support development of plans which will extend educators and staff abilities and practices; and
- ensure staff meetings, family meetings and management meetings are planned and held as required and be willing to attend, if required.

QA5 Relationships with Children Key Tasks:

- view and respect children as competent and capable
- promote positive, comforting and nurturing relationships with children
- ensure that educators and staff provide a supportive educational environment for all children and families
- act as a positive role model, demonstrating appropriate behaviour and language
- communicate with children in an open, honest manner and ensure that the child's perspective is regarded as unique and special, and
- ensure children are respected and their rights are being met (United National Convention on the Rights of the Child- CRC).

QA6 Collaborative Partnerships with Families and Communities Key Tasks:

- promote clear communication between the management team and educators, staff and families
- maintain a positive working relationship with the Centre Manager, Early Years Coordinator, Head of Primary, School Principal, Deputy Principal, Student Services and other school staff

- meet regularly with the Centre Manager, Early Years Coordinator to discuss any issues and planning in order to foster a progressive partnership with the school community. Document and maintain record of all meetings
- maintain positive relationships with school teachers to encourage open communication and encourage staff to do the same
- lead and support educators and staff to create a safe, supportive and informative environment for families
- be courteous and helpful to the families in the service, and ensure all educators and staff are implementing these practices
- encourage educators and staff to look for opportunities within the OSHC service where a family may become involved e.g., multi-cultural events, craft activities, fund-raising and parent committees,
- manage information which assists families to access resources within the local and wider community
- be an advocate for high quality support services for children in our community
- manage events and experiences with children which promote awareness of our community and reflect child centred learning
- ensure students on placement are positively welcomed, supported and effectively supervised
- positively promote and oversee evaluation strategies (e.g., satisfaction survey) to determine parents communication views to use for future planning; and
- promote, support and guide educators and staff to encourage families to participate in service decision-making and experiences.

QA7 Leadership Key Tasks:

- comply with, maintain and review all service policies and procedures in accordance with the Education and Care Services National Law and National Regulations
- maintain a sound and current understanding of the National Quality Framework (NQF) and Family Assistance Law
- maintain compliance with the regulations as prescribed by the regulatory authority along with all legal and statutory requirements
- ensure Mount Carmel College compliance with the requirements of the Childcare Management System (CCMS), approval as a service which can receive Child Care Subsidy (CCS) on behalf of clients, Inclusion Support Subsidies, State Government funding and any other government funding received
- ensure that the Centre Manager, Early Years Coordinator is informed of current issues within the OSHC service

- report directly to the Centre Manger, Early Years Coordinator of any problem arising, which would affect the children, service approval or rating, regulatory and legal compliance or the smooth running of the OSHC service
- positively promote and market the OSHC service including to governments and other agencies, and facilitate staff involvement in promotional activities
- maintain confidentiality of sensitive information in relation to staff, families, children and the service in line with the *Privacy and Confidentiality Policy* and procedures
- provide leadership to ensure educators and staff comply with the *Privacy and Confidentiality Policy* and procedures; and
- any other duties within the scope of the role of *OSHC Lead Educator*, under the direction of the Centre Manager, Business Manager and Early Years Coordinator. This job description may be reviewed in the future.