



CHILDREN'S SERVICES OOSH and Vacation Care
CHILDREN'S SERVICES EDUCATOR

RESPONSIBLE TO: Hastings Neighbourhood Services (HNS) Manager and Children's Services Coordinator

DIRECT REPORT TO: OOSH and Vacation Care Team Leader

SALARY & CONDITIONS: Children's Services Award 2010

STATUS: Permanent Part time rostered split shifts

HOURS: Minimum 25 hrs. per week Maximum 38 hrs. per week during vacation care periods.

LOCATION: OOSH HOUSE
8 Boronia Street Port Macquarie NSW 2444

STAKE HOLDER RELATIONSHIPS: Port Macquarie Neighbourhood Centre Inc. Management committee
Department of Education
Feeder primary schools
Department of Communities and Justice.

SUMMARY OF FUNCTIONS

Hastings Neighbourhood Services(HNS) is a Child Safe Organisation that adheres to the best practice guidelines outlined by the Office of the Children's Guardian and The Australian Children's Education and Care Quality Authority's (ACECQA) National Quality Framework (NQF).

The Children's Services Educator is responsible for working with the Children's Services Team Leader in the day to day running of the Service under the direction of the Children's Services Coordinator. Adhering to the requirements of the National Quality Framework – Regulations, Quality Standards, My Time Our Place Framework and Centre Policies and Procedures.

The role of the Children's Services Educator is to help create a happy, safe environment for children, to encouraging community spirit, as well as respectful inclusive behaviour within OOSH House and its programs in the community.

THE NATIONAL QUALITY STANDARDS:

The Children's Services Educator must understand and be able to work within the parameters of the National Quality Standards and use these as their guide for performance in all day to day duties.

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| QA 1. Educational Program and Practice | QA 2. Children's Health and Safety |
| QA 3. Physical Environment | QA 4. Staffing Arrangements |
| QA 5. Relationships with Children | QA 6. Collaborative Partnerships with Families and Communities |
| QA 7. Leadership and Service Management | |



POSITION RESPONSIBILITIES:

Administration:

- QA 6. Help compile Term Newsletter for Children's Services
- QA 2. Record any Accidents / Incidents in required manner
- QA 1. Any other administration task as directed

Promotion of service:

- QA 6. Help maintain high community profile as a provider of quality care
- QA 6. Liaison with schools and other Child Care Services within the area
- QA 6. Help to organise different social events for the year. This should include both parent and child activities and promotional and fundraising events

Communications:

- QA 1. Maintain communication with children and parents as required
- QA 4. Relay any communication with children and parents to Children's Services Team Leader as required
- QA 1. Liaise with Children's Services Team Leader and other educators on day to day functions of Children's Services program

Supervision and maintenance of the service:

- QA 7. Be aware and adhere to Policy of Children's Services as accepted by the PMNC Inc. Management Committee
- QA 3. As directed ensure that the premises and any equipment used by Children's Services are secured
- QA 7. Be aware and adhere requirements of the National Law & Regulations for Education & Care Services
- QA 1. Work with the "My Time Our Place" School Age Framework
- QA 2. Supervise and take responsibility for the safety of children in care, parents / visitors attending the Centre and staff and volunteers

Staff development:

- QA 4. Willingly foster a feeling of team spirit
- QA 4. Attend and actively participate in Staff Meetings
- QA 4. Attend and actively participate in any staff training or development that is available at the discretion of the Children's Services Director
- QA 2. Uphold and maintain WH&S policies and procedures
- QA 2. Maintain a Current First Aid, Asthma & Anaphylaxis Certificates
- QA 7. Actively participate in the development and implementation of Quality Improvement Plan and Assessment & Rating

Involvement in centre routine:

- QA 4. Where required obtain a LR (Light Ridged) licence
- QA 1. As directed be responsible for the general running of all Children's Services programs
- QA 1. Develop and ensure that a structured program of Enjoyable, stimulating, diverse, fun developmental activities is provided for the children attending the program meeting the outcomes of the My Time Our Place Framework
- QA 5. Maintain a happy, caring and safe environment for children within the "Interactions with Children" Policy based on input of staff and Children
- QA 5. Develop and foster appropriate interactions and relationships with children
- QA 2. Ensure that proper procedure for collection and pick up of children is carried out at all times
- QA 1. Be flexible and innovative in the inclusion of children who have additional needs within the program
- QA 1. Plan, organise, implement, reflect, evaluate centre programs and observe and document children's well-being and development.
- QA 5. Motivate children and be sensitive to their needs, modifying activities as required
- QA 2. Prepare afternoon tea and food as required
- QA 2. Be responsible for cleaning and equipment maintenance - report any damages

