



## **Out of School Hours Care Program Educators**

Casual positions  
Suitable Qualifications Essential  
Working 6.45 am to 8.45 am **or** 3.00 pm to 6.00 pm Monday – Friday during College terms  
Taylors Lakes Campus **or** Keilor Campus

**Applications will be processed upon receipt**

### **POSITION DESCRIPTION**

Expressions of interest are invited from suitably qualified applicants to join our pool of casual Out of School Hours Care Educators

#### **POSITION DETAILS**

Out of School Hours Care programs run at each of our two campuses. We are seeking additional casual staff to work alongside and support the teaching staff of the program, adhering to the Education and Care Services National Regulations under the Education and Care Services National Law as well as the policies, goals and philosophy of the service.

#### **DUTIES**

##### **IN RELATION TO THE CHILDREN**

- Respect and provide support and inclusion for all children, regardless of gender, cultural background or socio-economic status.
- Act as a positive role model, demonstrating appropriate behaviour and language.
- Provide adequate supervision for the children, and work towards supporting colleagues in achieving the same. No staff member should be performing another task whilst supervising the children.
- Be a passionate educator and strive to achieve 'Service' goals (as outlined in Policy Manual) and ensure our 'Service' philosophy is reflected in daily practice.
- Assist in the collection, recording and evaluation of children's records and observations, as required by Department of Education and Communities and National Quality Standard.
- Communicate with the children in an open, honest manner and ensure that the child's perspective is regarded as unique and special.
- Be familiar with the Early Years Learning Framework and utilise to inspire independent learners.
- You are a mandatory reporter and have the responsibility to report any concerns about abuse immediately

##### **IN RELATION TO THE FAMILIES**

- Refer families to communicate feelings about their child's time spent at the service to the Room Leader.
- Look for opportunities within the Service where a family may become involved e.g. Multi-cultural events, craft activities, fund-raising and parent committees.

- Respect the confidentiality of all information about a child; any concerns should firstly be discussed with the Nominated Supervisor.
- Be familiar with all families; greet all families on a personal basis. This will ensure mutual trust and open communication.
- Assist colleagues in completing the Day Book/Journal/Daily Diary ensuring that this valuable communication tool is being fully utilised.
- Be aware of each child and their needs. In relation to a child's medication requirements, ensure that you have reported to the Nominated Supervisor and colleagues for verification and ensure that it can only be administered by a staff member with a current senior first-aid certificate and must be witnessed by another staff member. All relevant record keeping must be maintained.
- Be aware of the children's medication requirements, reporting these to the Nominated Supervisor or colleagues who hold a current First Aid Certificate so administering can be witnessed.
- Ensure that all information regarding a child in your care is confidential.

#### **IN RELATION TO COLLEAGUES**

- Follow the directions of the Room Leader.
- Assist all staff in meeting the needs, supervision, health and safety of all children.
- With the guidance of the Nominated Supervisor and colleagues, promote the highest standard of care for the children in accordance with the National Quality Standard.
- Work as a team, throughout the Service.
- Assist in ensuring that your room is aesthetically supporting family involvement and representing each child and their needs and interests.
- Be considerate of fellow workers when having breaks by ensuring they are of the appropriate length.
- Participate in the service's annual staff appraisals and staff reflection activities.
- Participate in the Service's annual professional development activities.
- Acknowledge and support the worth of the personal, professional, cultural and linguistic diversities that all staff member bring to the Service. Aim to tap into this wealth of knowledge and incorporate ideas into your own experiences.
- Be familiar with the Grievance Policy (included in Policy Manual) and aim to discuss any concerns or incidents to the Nominated Supervisor for further support.

#### **IN RELATION TO THE PROGRAM**

- When the Room Leader is absent, you may be required to fill this position. The Nominated Supervisor will guide you in these instances.
- Seek assistance from your Room Leader or Educational Leader in regards to programming, observing and documenting.
- Assist with the planning, implementation and evaluation of the program.
- Assist with sourcing the developmental records of the children in your care.
- Assist in the set up and maintenance of the indoor and outdoor environment (organising any project material, interest areas and general preparation for the room).
- Assist in ensuring that your room is aesthetically supporting family involvement and representing each child and their needs and interests.

#### **IN RELATION TO THE SERVICE**

- Develop a working relationship with colleagues to ensure the effective operation of the Service.
- Attend staff meetings when required.
- Assist to maintain the room's routine and procedures in respect of daily checklists, programming and record keeping.

- Ensure that you are on time for your shifts, that breaks are taken at the correct time for the correct length to aid in consistency throughout the day.
- Participate in at least three (3) in-service courses every twelve months, so as to keep up-to-date and informed on current childcare practices.
- Encourage and maintain effective communication between yourself, colleagues and families.
- Assist in the completion of the daily, weekly and monthly duties (cleaning, maintenance etc.) to ensure a safe, clean and hygienic environment that is welcoming to all.
- Immediately report all maintenance, O.H&S, and safety concerns to the Nominated Supervisor for follow-up.
- Follow housekeeping practices, which ensure that equipment is maintained at an optimal level.
- Assist in providing an environment that is safe, fun, interesting and appealing.
- Always maintain confidentiality and adhere to the Service's policies and the Code of Ethics (Early Childhood Australia Inc.).
- Gain an understanding of the Service's Quality Improvement and self-assessment procedures and participate when requested.

### **Qualifications and Experience**

- Certificate in Children Services or equivalent (Unqualified applicants will not be considered for this position).
- Working knowledge of Education and Care Services National Regulations and Framework.
- Previous and relevant experience in the field.
- Level Two First Aid Certificate preferred but not mandatory.
- Current Anaphylaxis and Asthma Management certifications.
- Food Safety Level Two Certificate preferred.
- Current Drivers License.
- Current Working with Children Check (Employee).
- Up-to-date Police Check.

### **Conditions of Employment**

- All Education Support Staff will hold a current Working with Children (WWC) Card.
- It is expected that all staff will support the Christian ethos of an Anglican school.
- Overnewton College is an equal opportunity employer and enforces non-discrimination and safe working policies. All staff must be aware of and able to work within Occupational Health and Safety and Equal Employment Opportunity Legislation. The College's campuses are smoke free.
- Overnewton College has zero tolerance for child abuse and is committed to providing child safety, children's wellbeing and protecting children from abuse. Ministerial order 870 requires Overnewton College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment. All staff must comply with Overnewton College's Child Safe policies and related policies and procedures and taking all reasonable steps to promote the safety of children.

Details of employment will be discussed with the Coordinator at the final interview, but essentially the College offers over award conditions including superannuation advantages. All staff must be aware of and able to work within Occupational Health and Safety and Equal Employment Opportunity Legislation.

## **THE SELECTION PROCESS**

- A preliminary short list of applicants will be prepared and first-round interviews conducted. A further shortlist will be prepared and further interviews will be conducted as appropriate. Final appointments are made by the Principal or his delegate.
- **All applicants are required to complete the appropriate application form, including additional information as specified on the form** found at [www.overnewton.vic.edu.au](http://www.overnewton.vic.edu.au)

In the first instance, enquiries and applications should be directed to:

Mrs Andrea Turner, Human Resources Assistant  
Email: [humanresources@overnewton.vic.edu.au](mailto:humanresources@overnewton.vic.edu.au)  
Telephone: 03 9334 0035

- **EMAILED APPLICATIONS PREFERRED**
- Applications will be processed upon receipt.

**Applications will be acknowledged by email. If acknowledgement of your application has not been received after two working days, please contact the Human Resources Assistant, Andrea Turner (Ph: 9334 0035).**



## **OUR VISION:**

*A community of Learners Embracing the Future*

## **OUR MISSION:**

*Overnewton Anglican Community College strives to be an inclusive learning community with a strong Christian foundation. We value a respectful environment where students, staff and families, working together, aspire to excellence. Broad educational opportunities prepare students to serve as empowered, thoughtful, community-minded citizens.*

## **OUR VALUES:**

### ***Our Christian Foundation***

*Overnewton's Christian foundation binds and informs our values. All members of the community are encouraged to grow spiritually and explore their faith.*

- **Learning**  
We are all life-long learners, helping each other in our journey towards greater knowledge, understanding and wisdom.
- **Community**  
We are proud to belong to the Overnewton College community, doing our best to contribute positively, within and beyond it. The College community includes students, staff and families, both past and present. The educational and ethical standards that are promoted have a profound effect on the wider community.
- **Excellence**  
We strive to excel in our learning, our work, our relationships and our play; making the most of every opportunity we are given.
- **Respect**  
We respect ourselves, our environment and the people who are part of our past and our present. We acknowledge the right of everyone to equality of opportunity and forgiveness for mistakes.

Information about Overnewton College is available on the College website:

[www.overnewton.vic.edu.au](http://www.overnewton.vic.edu.au)