

# Position Description

<b>Title:</b>	Educator, Outside School Hours Care
<b>Business unit:</b>	Early Learning
<b>Location:</b>	As per employment Agreement
<b>Employment type:</b>	As per employment Agreement
<b>Reports to:</b>	Service Lead, Outside School Hours Care

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We’ve been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We’re there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We’re proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia’s First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

## 1. Position purpose

As an Educator, you are expected to be an active team leader to a team that provides high quality early childhood education and care to children. This includes:

- Developing strong relationships with children at the service.
- Developing strong relationships that support and partner with families, and the community.
- Complying with the Uniting Early Learning policies and procedures.
- Working with other staff towards continuous improvement in the service’s operations.

Under the National Law and Regulations, services are required to base their educational program on an approved learning framework. Developing and leading the education program of the service, this position focuses on addressing the developmental needs, interests and experiences of each child, while taking into account individual differences.

Each service works to one of the national or Victorian early learning framework which outline practices that support and promote children’s learning. These frameworks include:

- Belonging, Being and Becoming: The Early Years Learning Framework for Australia (EYLF) - This the nationally approved learning framework under the NQF for young children from birth to five years of age.

## Position Description

### Educator, Outside School Hours Care

- My Time, Our Place: Framework for School Age Care in Australia - This the nationally approved learning framework under the NQF for school age children.
  - The approved learning framework specific to Victoria is the Victorian Early Years Learning and Development Framework (VEYLDF)
- 

## 2. Scope

**Budget:** Nil

**People:** Nil

---

## 3. Relationships

### Internal

- Centre Director / Service Leader
- Educational Leader
- Early Childhood Teacher/s
- Other educators
- Early Learning Program and Senior Managers.

### External

- Children
  - Families and caregivers
  - Other early childhood professionals
  - Department of Education and Training
  - Other community service organisations as required.
- 

## 4. Key responsibility areas

### Educational program and practice:

- Work in accordance with the requirements of the *Education and Care Services National Law Act 2010*, Education and Care Services National Regulations 2011, and the National Quality Standard for Early Education and Care.
- Reflect the service's philosophy in undertaking all other duties.
- Facilitate the implementation of contemporary, research-based practices at the service.
- Provide ongoing support and assistance to other staff in all areas of service operation.
- Implement the service statement of philosophy that guides the pedagogy and teaching decisions.
- Develop programs which reflect the My Time Our Place Framework for the children.
- Ensure curriculum decision making contributes to children's learning and assist them to enhance their connection with community, wellbeing, confidence as learners and effective as communicators.
- Help Children develop the goals of the MTOP
  - A strong sense of identity
  - Connections with their world
  - Strong sense of well being
  - Confidence and involvement in their learning
  - Effective communication skills.
- Develop and implement daily routines and use these as learning opportunities
- Implement and play-based learning environment responsive to children's interest, strengths and abilities.

## Position Description

### Educator, Outside School Hours Care

- Plan and implement programs which reflect cultural backgrounds and the emerging skills and interests of children.

#### Children's health and safety:

- Support each child's health needs.
- Ensure that children are always safe and adequately supervised.
- Ensure potential supervision risks are reported to a Lead Educator or the Nominated Supervisor.
- Protect and uphold the rights and dignity of children attending the service.
- Ensure that the environment is safe, supportive, stimulating and educational for children.
- Respond positively and consistently to cultural background, children's additional needs and requirements (e.g. developmental, diet / allergies).
- Ensure a high standard of hygiene is maintained in compliance with Uniting and the service's policies and procedures.
- Administer First Aid and medication in compliance with the service's policies and procedures.
- Keep accurate and detailed records of injury / accident / trauma and medication.
- Be familiar with all the service's health and safety policies.
- Support children's safety, wellbeing and comfort in sleep, rest, and relaxation.
- Adhere to the service's Child Protection Policy:
  - Inform the Nominated Supervisor of any allegations or convictions of a child protection nature, of which you become aware, against any other employees
  - Act as a mandated reporter which requires reporting to the appropriate authority where there are reasonable grounds to suspect that a child is at risk of significant harm.

#### Physical environment:

- Develop an environment for children which fosters curiosity, exploration, and problem solving.
- Create programs that demonstrate respect for indoor and outdoor learning environments.
- Ensure the supplies and equipment levels for the room or service are in accordance with the service's policies.
- Lead and work alongside other educators and children, in maintaining the aesthetics of the environment.
- Maintain a clean and safe work environment.
- Conduct scheduled workplace inspections and risk assessments (e.g. opening or closing checklist, resources and equipment cleaning checklist, safe building checks).
- Ensure environmental sustainability practices are embedded in all program areas.
- Support children to become environmentally responsible.
- Assume an equal share of cleaning duties.

#### Staffing arrangements:

- Always maintain educator-to-child ratios and qualifications.
- Support a healthy team environment.
- Adhere to the Early Childhood Australia Code of Ethics in all interactions and relationships.
- Maintain professional and ethical standards when dealing with families, educators, students, volunteers and children.
- Participate in ongoing professional development and training programs.
- Attend team meetings, contributing through observations of children and the sharing of ideas to improve on the continuous quality improvement of the service.
- Support colleagues through communication channels, based on mutual respect, equity, and fairness.

#### Relationships with children:

- Ensure each child has a sense of belonging, being and becoming.
- Always maintain respectful, equitable and genuine relationships with children.
- Respect each child as competent, capable learners and engage them in meaningful interactions through shared decision making.

## Position Description

### Educator, Outside School Hours Care

- Support each child to manage their behaviour and encourage this with positive behaviour guidance strategies.
- Role model positive interactions and behaviour guidance strategies.
- Respect each child's similarities, differences, cultures, and diversities.
- Maintain the rights and dignity of each child.
- Respond to the emotional, social and well-being needs of each child.
- Provide physical care, assisting children in toileting, dressing and mealtimes.
- Form positive, trusting, comforting and nurturing relationships with children.
- Assist in maintaining up-to-date records of your group's children.

#### **Collaborative partnerships with families and communities:**

- Develop positive and respectful relationships with families.
- Support families and respect child rearing practices and beliefs, contributing to an effective partnership.
- With guidance from the Nominated Supervisor or appropriate educators, positively engage in the orientation, enrolment and transition processes.
- Share information with families relating to their child and the daily activities of the service.
- Create a safe, supportive, and informative environment for families.
- Act as a resource person for families.
- Adhere to the service's Privacy and Confidentiality Policy on children, families, and educators.
- Encourage families to contribute to the service.
- Advocate for high quality services for children in our community.
- With guidance from the Nominated Supervisor, assist families to access inclusion support and assistance.
- Welcome, support and assist students on placement and volunteers engaged with the service.

#### **Leadership and service management:**

- Assist with administrative duties as requested.
- Ensure the Nominated Supervisor is informed of any problem which would impact the children, service approval or rating, regulatory and legal compliance, or the smooth running of the service.
- Advocate for children and their families.
- Actively contribute and provide leadership regarding the service's Quality Improvement Plan and assist in implementing this.
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships.
- Positively promote and market the service to families and the community.
- Attend team and other meetings as requested.
- Be receptive to information about developments in early childhood education and care and engage in appropriate professional development opportunities.
- Share information about early education and care with other staff.
- Any other duties specified by the Nominated Supervisor including professional development.
- All team members are expected to attend training and maintain requirements and qualifications.
- Team members will be offered professional development opportunities throughout the year and are encouraged to attend.

#### **People and teams:**

- Establish, lead, coach and inspire an engaged and productive team.
- Lead the team in leading practices and effective process governance.
- Provide support, guidance, coaching, leadership, and empowerment to the team including feedback through performance reviews and regular supervision.
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships.
- Promote and maintain a positive, respectful and enthusiastic work environment.
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.

## Position Description

### Educator, Outside School Hours Care

#### Legal requirements and risk management:

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety).
- Foster a culture where risks are identified and appropriately managed.
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

#### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
  - Based on a relationship with a current member of Uniting's workforce
  - Based on my ongoing work with another organization.

---

## 5. Person specification

### Qualifications

- Diploma in Early Childhood Education and Care (or equivalent as listed by Australian Children's Education and Care Quality Authority)
- Current First Aid, CPR, Anaphylaxis and Asthma Certificates\*
- Current Employee Working with Children Check / Working with Vulnerable Persons Check\*  
\*Must be applicable for the State in which the service operates

Accepted equivalent qualifications:

Post-secondary qualification in the fields of Teaching/Education (primary/secondary) at diploma level or above.

Diploma of Children's Services (Outside School Hours Care)

Diploma of Early Childhood Education and Care

Diploma of Out of School Hours Care

Diploma of School Age Education and Care

Diploma of/in Education Support requiring at least two years of full time or part time equivalent study

Diploma of Community Services

Diploma of Community Welfare Work

Associate Diploma in Arts- Fitness, Recreation or Leadership

Bachelor of Applied Science (Physical Education)

Bachelor of Arts (major in Youth Studies)

## Position Description

### Educator, Outside School Hours Care

Bachelor of Arts (Recreation)  
Bachelor of Arts (Youth Affairs)  
Bachelor of Arts (Youth Studies)  
Bachelor of Physical Education  
Bachelor of Social Science (Youth Work)  
Bachelor of Sport Science (Exercise Science)  
Certificate of/in Teaching or Education (early childhood, primary or secondary) requiring at least two years of full time or part time equivalent study  
Diploma/Bachelor of Youth Work  
Bachelor of Social Work  
OR  
Current registration with Victorian Institute of Teachers

### Experience

- Creating or delivering of a developmentally appropriate program for the children (desirable)
- An ability to plan, reflect, work and manage time effectively with minimal supervision
- Some knowledge and understanding of the National Law and Regulations

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- **Communication:** strong and clear communication skills with the ability to build positive professional relationships with families, educators and other professionals; excellent interpersonal skills; high level written and verbal communication skills.
- **Teamwork:** cooperates and works well with others in pursuit of team goals; collaborates and shares information; shows consideration, concern and respect for others' feelings and ideas; accommodates and works well with the different working styles of others; encourages resolution of conflict within the group; willingness to be proactive and help others; contributes to the continuous improvement of a positive, collaborative and effective work environment.
- **Quality assurance:** ability to support the development and implementation of a developmentally appropriate educational program for children; committed to continuing individual learning and development and improvement of inter-professional practice; ability to operate in an inclusive and supportive learning environment.
- **Problem solving:** demonstrates creativity and innovation; can be flexible and resilient and quickly adapt to the work environment; be aware of, and work with the different strengths of each child; have developed skills in engaging children and families in a number of ways.

---

## 6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

---

**Position Description**  
**Educator, Outside School Hours Care**

**7. Acknowledgement**

**I have read, understood, and accepted the above Position Description**

**Employee**

Name:

Signature:

Date: