

## POSITION DETAILS

Position Title:	OOSH Educator
Division:	Language Services
Reports To:	Head of Education
Responsible To:	General Manager
Location:	Head Office
Date:	September 2022

## MAIN PURPOSE OF POSITION

The OOSH Educator assists the OOSH Coordinator in the administration and management of the Out of School Hours Care Program for the children of the Italian Bilingual School.

## KEY ROLES AND RESPONSIBILITIES

1. Be accountable to Co.As.It. for the administration of the Program;
2. Assist in the day-to-day operations of the Program;
3. Oversee and ensure the implementation and maintenance of a healthy, safe and clean environment for staff and children;
4. Ensure the Program adhere to all relevant regulations and licensing guidelines;
5. Ensure all appropriate records are maintained;
6. Liaise with and consult with parents regarding the needs of the children and the community;
7. Attend meetings as required by the employer consistent with position responsibilities.
8. Other duties as required by the employer which are within the knowledge, skills and capabilities of the carer, including duties at a lower classification; provided that this does not promote de skilling.
9. Other duties in line with the philosophy and objectives of Co.As.It. as directed by the LBDM.
10. Consistently apply Co.As.It. policies and procedures in daily work activities and demonstrate an understanding and commitment to EEO, WHS, privacy and confidentiality and to the principles for a culturally diverse society.

## KEY INTERNAL AND EXTERNAL RELATIONSHIPS

The OOSH Educator needs to build extensive networks and strong consultative relationships within the organisation as well as externally with other services.

These relationships include:

- Head of Education;

- The Co.As.It. Board of Directors, General Manager and management team;
- Staff within the Language Service area including teaching staff;
- Staff across Co.As.It. generally to work collaboratively and exchange information;
- General Public.

## **DECISION MAKING**

The position is fully accountable for the quality, integrity and accuracy of the advice provided and work performed.

Decisions that can be made by the position holder include:

- Day-to-day decisions relating to the smooth running of the OOSH program;
- Content of advice and information provided to the Head of Education.

Decisions that are referred to a supervisor include:

- Strategic decision about projects and establishing priority;
- Any decision which will substantially alter the outcomes, timeframe or funding requirements of individual projects;
- Major policy issues or conflicts arising in the course of work;
- All expenditure;
- Matters requiring submission to the Board of Directors.

## **KEY PERFORMANCE CRITERIA**

### **Broad indicators:**

- To arrive at work on time and to advise manager/supervisor of lateness or absences as soon as practicable;
- To represent Co.As.It. positively;
- Manager/supervisor kept informed of key issues;
- To follow all procedures in relation to health and safety and to view the health and safety of others in the work place as paramount;
- High level cooperation with other staff, teams and divisions;

### **Position Specific indicators:**

- To ensure the successful implementation of the OOSH Program;
- To build and maintain strong relationships within the Language Services Division;

**Strategic Plan:**

Further specific key performance indicators will be derived from the strategic plan. These will be set at the commencement of each review period in consultation with the supervisor.

**SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED**

- Diploma in Early Childhood;
- Demonstrated experience in working with children;
- Highly developed interpersonal and communication skills;
- Confident manner and experience in working with the public;
- Ability to meet deadlines on a daily basis and manage competing priorities and tasks;
- Capacity to work independently with minimal supervision and collaboratively in a team environment;
- Understanding of, and commitment to, Workplace Health and Safety, Equal Employment Opportunity, ethical practices and the Ethnic Affairs Priority Statement.

**VERIFICATION**

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

**POSITION HOLDER**

Signature..... Date.....

**SUPERVISOR**

Signature..... Date.....