



# Position Description

<b>Position Title</b>	<b>Outside School Hours Program Educator Before and After School Program Educator School Holiday Program Educator</b>
<b>Position Number</b>	Various
<b>Division</b>	Community Strengthening
<b>Department</b>	Family Youth & Children's
<b>Team</b>	School Aged Care
<b>Position Status</b>	Casual
<b>Classification</b>	Band 3
<b>Position Reports to</b>	Coordinator - Before and After School Program and/or Coordinator - School Holiday Program
<b>Position Supervises</b>	Outside School Hours Program Educator
<b>Date Reviewed</b>	June 2024

## Position Objective

The Program Educator is responsible for delivering an inclusive and holistic education and care program for school aged children, reflecting professional and ethical practice based on the foundations that children learning through play and leisure.

The Program educator will be supported and mentored by the Program leader and work collaboratively with fellow Educators to deliver the service to children and families

Programs are provided to children before school, after school, on non-school days (e.g. curriculum days) and during school holidays.

## Key Responsibilities

### 1. Service delivery

- Ensure that education and care is provided in accordance with Kingston Outside School Hours Program policies and procedures, the National Quality Framework (National Quality Standard), Education and Care Services National Law Act 2010, Victorian and National Frameworks (including My Time Our Place), United Nations Rights of the Child (2013) and the Early Childhood Australia Code of Ethics.
- Provide a stimulating, enjoyable and caring environment for children age 4-14 years and their families.
- Ensure curriculum decision making contributes to each child's learning and assist children to enhance their connection with community, wellbeing, confidence as learners and effectiveness as communicators.
- Ensure that every child is given the opportunity and is supported to make choices, decisions and to drive the direction of their play and learning.
- Support the planning, implementation and evaluation of a learning environment based on contemporary theories and pedagogies in early and middle childhood.

- Engage in intentional teaching practices to promote children's learning through worthwhile and challenging experiences and interactions that foster high level thinking skills.
- Contribute, develop, and evaluate the program's Quality Improvement Plan.
- Honour and respect colleagues, families and children with different histories, cultures, languages, traditions, child rearing practices and lifestyle choices, to ensure that diversity is respected by the program and to encourage parents to feel comfortable discussing issues relating to the care of their child.
- Be aware of, promote and implement the City of Kingston City Council policies, principles, and legal requirements in relation to Equal Employment Opportunity, and Health and Safety, reporting and acting on conditions liable to impact on the well-being of children and employees.
- Liaise and communicate effectively with parents regarding daily activities, programs, and routines of children.
- Use positive guidance techniques that enhance children's emerging autonomy, inter-dependence, resilience, and interactions with others; and support children to express their feelings and ideas.

## **2. Children's health and safety**

- Ensure that children are safe and are adequately supervised always in a safe environment
- Take responsibility to ensure any potential supervision risks are reported to other Educators and/or Coordinator
- Respond positively and consistently to children's additional needs/requirements – diet/allergies, developmental etc.
- Ensure a high standard of hygiene is maintained in compliance with procedures and policies.
- Administer first aid and medication in accordance with procedures and policies,
- Keep accurate and detailed records of incident/ injury/trauma and illness and medication forms.
- Ensure each child's health needs are supported.
- Ensure the service's child protection policy is implemented.

## **3. Team responsibilities**

- Work collaboratively with all Outside School Hours Program Educators
- Actively contribute to the direction of the service by participating in meetings, professional development and networking opportunities and provide input into the review of policies, systems and processes within the service to ensure flexible and responsive service delivery.
- Contribute to the effective operation of the Family and Children's Services team
- Ensure compliance with Equal Opportunity and Occupational Health and Safety legislation

## **4. Digital technology**

- Sound knowledge and ability to confidently use Microsoft Office
- Effective maintenance of records and computer system
- Capacity to use camera, printer, laptop and apple devices

## **Position Requirements**

### **1. Accountability and Extent of Authority**

The incumbent is financially responsible and accountable for:

- NIL

The incumbent has delegated authority for:

- NIL

The incumbent is responsible and accountable for:

- The incumbent is accountable for the quality of care provided and ensuring the safety and wellbeing of children. All issues in relation to the operation and administration of the program are reviewed by the team and if required, are referred to the coordinator.
- The incumbent is accountable in relation to actively supporting the development, delivery, and documentation of the children's program in accordance with Kingston Outside School Hours Program Policies, Procedures, Philosophies and Practices, the National Quality Framework (National Quality Standard), Education and Care Services National Law Act 2010, Education and Care Services National Regulations 2012, Victorian and
- National Frameworks (including My Time Our Place)

## **2. Judgment and Decision Making**

The incumbent is accountable for:

- Judgment is exercised within the framework of legislation, regulation, the National and Victorian Early Years Frameworks, National Quality Framework and City of Kingston policy and procedures.
- The incumbent is expected to exercise discretion in relation to the approach taken with individual children, calling on the support and advice from the Program leader and fellow Educators where necessary. The incumbent's decisions will affect the quality of care provided.
- The incumbent is expected to demonstrate ability in relation to problem solving and making decisions regarding children's development and well-being in consultation with the Program leader and fellow Educators where necessary.

## **3. Specialist Knowledge and Skills**

The following knowledge and skills are required to be utilised:

- Sound knowledge of the Education and Care Services National Law Act, the National and Victorian Early Years Learning Framework and the National Quality Framework. Children's development, reflective practice, emergent curriculum, planning, implementing learning through play and intentional teaching.
- Previous experience in the provision of children's services.
- Experience and skill in the development of learning programs in a multi aged environment.

## **4. Management Skills**

The following management skills are required to be utilised:

- Demonstrate a commitment to collaborative practice and ability to recognize and support the connections between colleagues, children, families, and communities in the learning process.
- Actively contribute to written documentation program formats; observations, children's portfolios and learning stories.
- Ability to identify, responds to, support and promote service improvements.

## **5. Interpersonal Skills**

The following interpersonal skills are required to be demonstrated:

- Highly developed verbal and written communication skills which include the ability to communicate with empathy, respect and understanding with children and their families.
- Ability to critically reflect on practice.
- Develop and maintain positive and respectful relationships with families.

- Ability to contribute and work as a member of a team
- Be an advocate for high quality services for children in our community.
- Demonstrated commitment to collaborative practice and ability to recognize and support the connections between colleagues, children, families, and communities.
- Ability to work with and show leadership
- Ability to actively support and implement program delivery.

## 6. Qualifications and Experience

The following qualifications and experience are required for the position:

- Minimum Certificate III in Children's Services.
- Demonstrated ability and experience working with and supervising children aged 4-14 years
- Current Level 2 First Aid with current CPR
- First Aid Management of Anaphylaxis
- First Aid Management of Asthma
- Basic food handling certificate (Desirable)

### Shared Organisational Responsibilities

Kingston City Council (Council) has the following expectations of all employees:

<b>Values and Behaviours</b>	<p>The City of Kingston has four organisational values which guide behaviours and decision-making. It is through this framework, that high quality services are delivered to employees and the community. Employees have an important role to play in upholding Kingston's ethics and values, including the Code of Conduct. Kingston's Values are:</p> <ul style="list-style-type: none"> <li>• We make a difference</li> <li>• We show care and respect</li> <li>• We take pride in our work</li> <li>• We are better together</li> </ul>
<b>Safe Workplace Actions</b>	<p>The responsibilities of this position are completed in line with organisational Occupational Health and Safety (OH&amp;S) policies and procedures. The incumbent will display and promote safe actions in the workplace at all times.</p>
<b>Policies and Procedures</b>	<p>The responsibilities of this position are completed in line with all council policies related to the position.</p>
<b>Legislative Framework</b>	<p>The responsibilities of this position are completed in line with the relevant legislative framework of the position's department.</p>
<b>Equal Opportunity and Child Safe Standards</b>	<p>The City of Kingston is an equal opportunity and child safe employer. The City of Kingston values the diversity of lived experience, abilities, backgrounds, and identities and is committed to creating a workplace where all employees feel safe, supported, and connected to perform at their best. Kingston Council values diversity of lived experience and the positive impact this can have on outcomes for the Kingston community and</p>

	actively supports employees from all backgrounds, identities, and experiences such as Aboriginal and/or Torres Strait Islander peoples, Women, those identifies as part of LGBTIQ+ communities, culturally and linguistically diverse persons and persons with a disability.
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**Key Selection Criteria**

Selection will be based on the following key selection criteria. Reference will also be made to other skills, knowledge and attributes contained in the Position Description:

- Ability to contribute and work as a member of the team
- Actively partake in documenting children’s learning in the program through a range of observation styles
- Follow routines, procedures, and policies of the program to ensure the program operates successfully
- Build strong, respectful relationships with fellow educators, children, families, and host schools
- Demonstrated ability to work effectively with vulnerable (and at times, challenging) Children and Families to achieve successful outcomes.
- Demonstrated organisational abilities, time management skills, administrative and computer skills to manage the program in an efficient and effective manner.

**Prerequisites**

- Valid Right to Work in Australia
- Undertake and maintain a current National Criminal Records Check
- Hold and maintain a Working with Children Check
- Pre-employment Medical Assessment
- Pre-employment Health Declaration
- Minimum Certificate III in Children’s Service (or equivalent)

**International Police Checks**

Any applicant who has resided in an overseas country for 12 months or more in the last ten years will be required to provide a police check from the country they resided in. Some countries will not release information regarding an individual for personal or third-party purposes. Where police records checks cannot be made, the applicant will be required to provide contact details for at least two individuals who personally knew them while they were residing in the other country, to enable Kingston City Council to conduct referee checks. This additional requirement primarily applies to positions in Council’s Aged & Disability Services, Health & Local Laws and Social & Community Services.

**Inherent Physical Requirements**

**Category A** – This role has been assessed as a high risk and / or manual handling role. Please refer to the attached Job Task Analysis (JTA) and Pre-Employment Functional assessment (PEF) for further information about the inherent requirements of the role.

**Council will make reasonable adjustments to support people in their work environment wherever reasonably practicable.**

**Applicants should declare any requirements via the Health Declaration form.**

## Variation to conditions of employment

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.