



# POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.

## School Aged Care Educator

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| Position Level           | ELC & SAAC Staff (Unaveraged - 48 weeks per year)       |
| Salary Range (Full-time) | \$61,788.00 (based on skills and experience)            |
| Reports To               | Principal & St Monica's School Age Care Centre Director |
| Location                 | St Monica's Primary, Evatt                              |
| Employment Type          | Part-Time   |
| Employment Status        | Permanent   |
| Employment Term          | 1 February 2021   |
| Hours Per Fortnight      | 40  |

### Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals. At CE, our people are the engine that drives our system forward.

### Our Vision

Jesus Christ, our greatest teacher, calls us to share and witness to our Catholic Faith and Tradition, build inclusive communities and deliver contemporary quality learning opportunities for every person.

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| Position Purpose | The St Monica's Before and After School Care program (SMOOSH) operates a service led by a team of qualified, experienced and energetic educators who are highly enthusiastic and enjoy working with children. The centre endeavours to make every child's experience a positive one, full of fun, creative and affirming. We are seeking an Educator to guide and work with our care team.  |
| Position Duties  | <p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>• Provide direct supervision and support for the SMOOSH staff.</li> <li>• Be responsible for ensuring staff are up to date with and follow agreed SMOOSH routines and procedures.</li> <li>• Provide direct supervision of food handling and preparation, cleaning, or general maintenance of the School Hall building in consultation with the SMOOSH Director and St Monica's School Principal.</li> <li>• Assist in the induction of new staff and ongoing training and development of all SMOOSH staff.</li> </ul> <p><b>Programming</b></p> <ul style="list-style-type: none"> <li>• Assist develop, plan and oversee the preparation, implementation and evaluation of the SMOOSH Before &amp; After School Care programs.</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• Ensure programs reflect principles, practice and outcomes from the National Quality Framework for School Aged Care, “My Time, Our Place” and associated regulations.</li> <li>• Be responsible for collating and organising the recorded observations of individual children or groups for program planning purposes.</li> <li>• Ensure staff complete self-reflections daily. Use these reflections to improve learning experiences and outcomes for the children.</li> </ul> <p><b>Administrative duties</b></p> <ul style="list-style-type: none"> <li>• Assist in ensuring that all student records are maintained and are up to date.</li> <li>• Be responsive to the needs of families and encourage their involvement in the program. Liaise with and report to parents about their child and support the supervision of the use of the Storypark app by staff.</li> <li>• Ensure all SMOOSH policies are adhered to. Assists the SMOOSH Director in the development and review of the SMOOSH policies.</li> <li>• Collaborate with the SMOOSH Director and Vacation Care Coordinator in the ongoing development, review and implementation of the Quality Improvement.</li> <li>• Contribute to the organisation and implementation of staff meetings and training.</li> <li>• Other duties as directed by the SMOOSH Director.</li> </ul> |
| <p>Skills, Attributes and Experience</p> | <p><b>The successful applicant will need to be a person with:</b></p> <ul style="list-style-type: none"> <li>• The ability to provide high quality care for all children at the centre and possession a knowledge and understanding of health and physical issues relating to students with a disability.</li> <li>• Active participation as a team member and a commitment to an inclusive working environment.</li> <li>• A strong commitment to developing positive relationships with parents and carers.</li> <li>• Effective written and oral communication skills and the ability to effectively interact with students form Kinder to Year 6.</li> <li>• A commitment to confidentiality in all interactions with staff, families and children.</li> <li>• A commitment to individual development and improvement within the field of School Age care possession a well-developed sense of responsibility, self-motivation and organisational skills.</li> </ul>  |
| <p>Qualifications</p>                    | <ul style="list-style-type: none"> <li>• Applicants need a minimum qualification of a Diploma in Child’s Services of equivalent.</li> <li>• Must hold a relevant Working with Children Registration - WWVP card</li> <li>• Must hold a current First Aid certificate (HLTAID004)</li> </ul>   |

## Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the 'Apply Now' button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

## Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

- a) in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
- b) in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

## Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](#)

Employment Information Collection Notice CE's Privacy Policy - [Click here](#)

Application Enquires: [CE Recruitment Team](#)

Phone: 02 6234 5427 | Email: [recruitment@cg.catholic.edu.au](mailto:recruitment@cg.catholic.edu.au)