

POSITION DESCRIPTION

POSITION TITLE	Yeronga Out of School Hours Care (YOSHC) Educator		
POSITION OVERVIEW	As a YOSHC Educator you are responsible for ensuring delivery of quality care and support to children based in the YOSHC program.		
EMPLOYER	Yeronga State School P&C Association		
LOCATION	Yeronga Outside School Hours Care (YOSHC) Yeronga State School, 122 Park Rd, Yeronga QLD 4104		
EMPLOYMENT TYPE	Casual	HOURS PER WEEK	Various
REPORTING RELATIONSHIPS			
IMMEDIATE MANAGER	YOSHC Manager / YOSHC Assistant Manager		
NO. OF DIRECT REPORTS	Nil	NO. OF INDIRECT REPORTS	Nil
KEY RELATIONSHIPS			
INTERNAL	YOSHC Manager, YOSHC Assistant Managers, YOSHC Responsible Persons, other YOSHC team members, P&C Operations Manager		
EXTERNAL	YOSHC families and school community		
DUTIES and KEY ACCOUNTABILITIES			
<ul style="list-style-type: none"> ▪ Assist in the provision of a high-quality program for all children by following the National Quality Standard, and the My Time, Our Place framework for school age care in Australia. ▪ Assist in meeting all regulatory and legislative requirements. ▪ Provide and support an inclusive environment for all children, including those with additional needs, and for families. ▪ Perform specific tasks including, but not limited to, supervision of children, running of activities, cleaning, and food preparation. ▪ Ensure children are safe, secure and their individual needs are met at all times. ▪ Ensure that confidentiality is maintained and privacy of children, parents, and YOSHC staff and leaders is respected at all times. ▪ Provide a welcoming and professional environment for families and team members through the provision of a consistent, high-quality service and an approachable demeanour. ▪ When parents/carers provide feedback or information about their child or the service that needs to be communicated with your supervisor, ensure this information is communicated to the relevant supervisor in a timely manner to ensure it can be acted upon/followed up as necessary. ▪ Attend and contribute to team meetings. ▪ Participate and contribute to the ongoing evaluation and quality improvement of the program. ▪ Engage in the evaluation of performance with your immediate manager (this includes Responsible Persons, Assistant Managers and Service Manager) and actively seek opportunities to develop professionally and personally. ▪ Understand responsibilities and roles and work in accordance with Workplace Health and Safety, Mandatory Reporting, Emergency Procedures, and YOSHC policies and procedures. ▪ Apply workplace Diversity and Equity principles at all times. 			

Duties and key accountabilities (cont')

- Model the YOSHC Service Philosophy, Code of Conduct, and positive Values and behaviours.
- Assist in the preparation and supervision of activities and in all other matters pertaining to the children's program within the Service.
- Demonstrate flexibility in following the changing interests and needs of the children, and be clear and consistent in implementing the rules of supervision and behaviour management.
- Encourage children's engagement through fostering their enquiries, supporting their inquisitive nature, and fostering the change in direction of an activity to support their interest.
- Support children's growth, development, imagination and uniqueness in an inclusive and supportive environment.
- You must be:
 - a diligent team member and support the YOSHC team in all aspects of work.
 - alert to any dangerous or disruptive situations and vigilant in your supervision of children at all times.
 - clear about actions to be taken in emergencies (e.g. accidents; fire; etc), and observe all workplace health and safety requirements.
- Check equipment daily; remove broken equipment; report maintenance needs and new supplies required; keep storeroom tidy, and generally care for the appearance of the service.
- Ensure the YOSHC premises and equipment are securely locked away each day.
- Attend professional development training and in-service activities when requested.

EXPERIENCE and QUALIFICATIONS

Essential	<ul style="list-style-type: none"> ▪ Demonstrated interest in working with children and basic understanding of children's development. ▪ Sound oral, reading and written English skills. ▪ Willingness to continuously learn via further training, studies and education. ▪ Reliable, punctual and mature attitude to work. ▪ Well developed communication and interpersonal skills, combined with a pro-active, hands-on attitude. ▪ Understanding of the importance of personal and professional boundaries, ethical behaviour, and following documented policies and procedures. ▪ Current Blue Card.
Desirable	<ul style="list-style-type: none"> ▪ Experience working with children. ▪ Knowledge of My Time, Our Place and the Early Years Learning Frameworks, as well as the National Quality Standard.
Other	<ul style="list-style-type: none"> ▪ Commitment to following the Yeronga Outside School Hours Care (YOSHC) Service Philosophy, Code of Conduct, and documented policies and procedures.

CAPABILITY FRAMEWORK

CORE REQUIREMENTS	BEHAVIOURAL EXPECTATIONS
Sector and YOSHC purpose, philosophy and values	<ul style="list-style-type: none"> • Gains practical knowledge of children's education and care sector, and YOSHC Purpose, Service Philosophy and Values.
Leadership and teamwork	<ul style="list-style-type: none"> • Works cooperatively with team members. • Work is closely supervised. • Follows specific detailed instructions. • Takes initiative • Listens and is responsive to feedback from more experienced staff and seeks guidance where necessary.
Communication	<ul style="list-style-type: none"> • Develops listening skills and seeks relevant and practical information in an appropriate and respectful manner. • Learns to report in an appropriate manner. • Builds relevant contacts and information.

Capability framework (cont')	
Child and family relationships	<ul style="list-style-type: none"> Assists children and their families to address their practical needs and expectations. Learns to identify information shared by children and parents/carers that needs to be referred to supervisors for action or follow up. Awareness of diversity and confidentiality requirements and relevant stakeholder relationships (children, parents/carers, YOSHC staff, and P&C Executive Committee and volunteers) and the importance of these.
Personal accountability	<ul style="list-style-type: none"> Develops understanding and adheres to YOSHC's policies and procedures and all governing legislation and standards relevant to own role. Learns and adheres to all WHS (workplace health and safety) policies and procedures. Understands the need to appropriately use resources. Develops accountability requirements and professional approach in own role. Assists in maintaining YOSHC and the P&C's image and reputation.
Innovation	<ul style="list-style-type: none"> Understands the importance of flexibility and creativity in role. Seeks opportunities to work better and to recognise risk within the limits of the role. Takes responsibility for continuous improvement in own work.
Experience and Qualifications	<ul style="list-style-type: none"> Has an aptitude to work with, engage and safely supervise children. Ability to develop capability required at this level of work.
FUNCTIONAL REQUIREMENTS	BEHAVIOURAL EXPECTATIONS
Educational program and practice	<ul style="list-style-type: none"> Learns and develops knowledge of children's education and care that is child centred in an engaging and stimulating service. Ensures that every child is included.
Children's health and safety and physical environment	<ul style="list-style-type: none"> Ensures that each child is adequately supervised at all times. Develops an understanding of children's health and safety, and undertakes first aid training as required. Understands roles and responsibilities to respond to every child at risk of abuse or neglect.
Staffing Arrangements	<ul style="list-style-type: none"> Familiarity with and adherence to the ratio requirements at all times. Applies professional standards and practice.
Relationships with Children	<ul style="list-style-type: none"> Develops and models respectful and meaningful relationships with children and their families. Each child's rights and dignity are maintained at all times.
Collaborative partnership with families and communities	<ul style="list-style-type: none"> Maintains supportive relationships with families and relevant community organisations.
Reporting, documentation and administration	<ul style="list-style-type: none"> Learns responsibility for reporting and documentation. Contributes to discussions in team meetings.