



SOUTH COAST
BAPTIST COLLEGE

'SCBC is a thriving Christian community that inspires learning as a means of transforming and empowering lives.'

Student Mentor

POSITION DESCRIPTION

July 2020

South Coast Baptist College

Position Description – Student Mentor - Childcare Centre

SECTION 1 – POSITION OUTLINE

POSITION TITLE	Student Mentor
Position Number	
Reports to	Assistant Director
Responsible to	Director of Childcare
Employment Basis	Casual
Annual Leave	
Level	Level 2.1
Pay Rate	Children's Services Award 2010 Refer MA000120

SECTION 2 – POSITION SUMMARY

- The Child Care Centre is part of the South Coast Baptist College. As a **Student Mentor**, you will play a pivotal role in supporting the Out of School Hours (OSHC) Room Curriculum Leader in the running of the OSHC program for children enrolled at the service, consistent with our Christian beliefs, philosophy, curriculum, and according to the National Quality Framework.
- As a member of the South Coast Baptist College you will;
 - Have a personal faith and commitment to the Lord Jesus Christ.
 - Attend Church on a regular basis and model Christian beliefs, behaviour and practices.
 - Accept the College's Statement of Faith.

SECTION 3 – POSITION OBJECTIVES

- Maintain a safe environment for children, families and team members.
- Participate in the activities that the children undertake.
- Assist children to integrate into the Centre.
- Assist in the preparation and cleaning up of snacks and drinks for children.
- Assist in the preparation, care of, cleaning up and/or packing away of equipment and materials for the program - Set up the yards/rooms at the start of day – between 6.30-7am. Pack down the yards/rooms 5.30-6pm.
- Act in a mature and responsible manner (be a positive role model).
- Participate in training as required.
- Attend meetings as required.

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- Other duties as directed by the Director.
- Support a culture of reflective practice and ongoing continuous improvement.
- Contribute to a professional and positive work culture.
- To reflect and improve on professional practice.

SECTION 4 – REQUIREMENTS

1. Build co-operative and supportive relationships with staff, children and parents.
2. Work to ensure personal best practice.
3. Model the use of appropriate and proper channels of communication.
4. Always act in the best interest of the College and its ethos.
5. Comply with the College's code of conduct

SECTION 5 – KEY COMPETENCIES

QUALIFICATIONS & EXPERIENCE

- Currently studying at South Coast Baptist College.
- Working with Children Check approved (over the age of 16 years).

A. SKILLS AND ATTRIBUTES

- Demonstrated computer skills including MS Office applications and the ability to use information technology.
- Ability to relate well with children and parents.
- Ability to exercise sound judgment and carry out instructions with supervision.

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SECTION 6 – KEY RESPONSIBILITIES

B. DUTIES

In relation to Children the **Student Mentor** will;

- Respect and provide support and inclusion for all children, regardless of gender, cultural background or socio-economic status.
- Act as a positive role model, demonstrating appropriate behaviour and language.
- Provide adequate supervision for the children, and work towards supporting colleagues in achieving the same.
- Be a passionate educator and strive to achieve 'Service' goals (as outlined in Policy Manual) and ensure our 'Service' philosophy is reflected in daily practice.
- Communicate with the children in an open, honest manner and ensure that the child's perspective is regarded as unique and special.

In relation to Families the **Student Mentor** will;

- Be courteous and helpful to the families in the Service.
- Look for opportunities within the Service where a family may become involved e.g. Multi-cultural events, craft activities, fund-raising and parent committees.
- Respect the confidentiality of all information about a child; any concerns should firstly be discussed with the Room Leader or Nominated Supervisor.
- You have the responsibility to report any concerns about abuse to your Supervisor.
- Be familiar with all families; greet all families on a personal basis. This will ensure mutual trust and open communication.
- Gain an understanding of the Daily Diary and how it is used as a valuable communication tool.
- Be aware of each child and their needs in relation to a child's medication requirements. [Medication can only be administered by a staff member with a current senior first aid certificate and must be witnessed by another staff member. You will not be required to administer medication but will be expected to understand the protocol]
- Ensure that all information regarding a child in your care is confidential.

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In relation to Colleagues the **Student Mentor** staff will;

- Follow the directions of the Room Curriculum Leader or appointed Educator.
- Assist Educators to implement the room's routine and the Service's procedures.
- Attend staff meetings when requested.
- Assist all staff in meeting the needs, supervision, health and safety of all children.
- With the guidance of the Leadership Team, Room Curriculum Leader and colleagues, promote the highest standard of care for the children in accordance with the National Quality Standards.
- Work as a team, within the room and throughout the Service.
- Be considerate of fellow workers when having breaks by ensuring they are of the appropriate length.
- Participate in the service's annual staff reflection activities.
- Participate in the Service's annual professional development activities.
- Acknowledge and support the worth of the personal, professional, cultural and linguistic diversities that all staff member bring to the Service. Aim to tap into this wealth of knowledge and incorporate ideas into your planned experiences.
- Be familiar with the Grievance Policy (included in Policy Manual) and aim to discuss any concerns or incidents to the Nominated Supervisor for further support.

In relation to the Service the **Student Mentor** staff will;

- Abide by the Service's Staff Handbook.
- Develop a working relationship with colleagues to ensure the effective operation of the Service.
- Complete the Service's checklists regarding WH&S and cleaning.
- Ensure that you are on time for your shifts, that breaks are taken at the correct time for the correct length to aid in consistency throughout the day.
- Participate in at least two (2) in-service courses every twelve months, so as to keep up-to-date and informed on current childcare practices.
- Encourage and maintain effective communication between yourself, colleagues and families.
- Assist in the completion of the daily, weekly and monthly duties (cleaning, maintenance, etc.) to ensure a safe, clean, and hygienic environment that is welcoming to all. All maintenance, W.H&S, and safety concerns should be immediately reported to the Nominated Supervisor for follow-up.
- Assist in providing an environment that is safe, fun, interesting and appealing.
- Always maintain confidentiality and adhere to the Service's policies and the Code of Ethics (Early Childhood Australia Inc.).
- Gain an understanding of the Service's Quality Improvement and self-assessment procedures and participate when requested.

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C. CLEARANCES/CERTIFICATES/LICENCES

- Current Working With Children Card

D. RELEVANT STANDARDS AND ELEMENTS

QUALITY AREA 1: EDUCATIONAL PROGRAM AND PRACTICE

1.1	Program	The educational program enhances each child's learning and development.
1.2	Practice	Educators facilitate and extend each child's learning and development.
1.3	Assessment and planning	Educators and co-ordinators take a planned and reflective approach to implementing the program for each child.

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

2.1	Health	Each child's health and physical activity is supported and promoted.
2.2	Safety	Each child is protected.

QUALITY AREA 3: PHYSICAL ENVIRONMENT

3.1	Design	The design of the facilities is appropriate for the operation of a service.
3.2	Use	The service environment is inclusive, promotes competence and supports exploration and play-based learning.

QUALITY AREA 4: STAFFING ARRANGEMENTS

4.1	Staffing Arrangements	Staffing arrangements enhance children's learning and development.
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.

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QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN

5.1	Relationships between educators and Children	Respectful and equitable relationships are maintained with each child.
5.2	Relationships between children	Each child is supported to build and maintain sensitive and responsive relationships.

QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES

6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP

7.1	Governance	Governance supports the operation of a quality service.
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.

I have reviewed and understand the responsibilities as the Student Mentor staff member. I acknowledge that I am responsible for the satisfactory execution of these responsibilities and will adhere to all requirements as asset out in the job description.

Position Held by _____

Signed: _____

Date: _____