



SOUTH COAST
BAPTIST COLLEGE

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

Certificate IV in OSHC

POSITION DESCRIPTION

South Coast Baptist College

Position Description – Certificate IV in OSHC Qualified Educator - Childcare Centre

SECTION 1 – POSITION OUTLINE

POSITION TITLE	Certificate IV in OSHC Qualified Educator
Position Number	
Reports to	Floor Supervisor & Educational Leader
Responsible to	Director of Childcare
Employment Basis	
Annual Leave	
Level	
Pay Rate	Childcare's Services Award 2010 Refer MA00120 Pay guide

SECTION 2 – POSITION SUMMARY

- The Child Care Centre is part of the South Coast Baptist College. As a **Certificate IV in OSHC Qualified** Childcare Educator, you will play a pivotal role in providing education and care 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.
- Comply with National Quality Standards (NQS) and the Child Care Policy and Procedures
- Support the Senior Educator/Teachers/Curriculum Leaders in the delivery of high quality education program and practice in the room.
- Build and maintain strong, positive relationships with children and families.
- Actively contribute to the education program in the room and the Centre team.
- 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.

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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

- Approved ACECQA Certificate IV in OSHC Qualified or equivalent
- Current First Aid Qualification in accordance with ACECQA guideline
- Child protection qualification approved by ECRU
- Experience in an approved education and care service.
- Knowledge and understanding of the National Quality Standards and the Early Years Learning Framework/ Framework for School Age Care.
- Demonstrated experience in curriculum, supporting curriculum development and documenting children's learning and development.

A. SKILLS AND ATTRIBUTES

- Developed leadership skills.
- Developed knowledge of the Reggio Emilia Approach.
- 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 minimum supervision.
- Knowledge of the inclusion support process.
- Sound knowledge of statutory regulations and the QIAS (Quality Improvement and Accreditation System)

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SECTION 6 – KEY RESPONSIBILITIES

B. DUTIES

In relation to Children the **Certificate IV in OSHC Qualified** staff 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.
- Assist in the collection, recording and evaluation of children's records and observations, as required by Department of Education and Communities and National Quality Standard.
- Communicate with the children in an open, honest manner and ensure that the child's perspective is regarded as unique and special.
- Be familiar with the Early Years Learning Framework and utilise to inspire independent learners.

In relation to Families the **Certificate IV in OSHC Qualified** staff will;

- Refer families to communicate feelings about their child's time spent at the service to the Room Curriculum Leader.
- 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 Leadership Team.
- Be familiar with all families; greet all families on a personal basis. This will ensure mutual trust and open communication.
- Assist colleagues in completing the Daily Diary ensuring that this valuable communication tool is being fully utilised.
- Be aware of each child and their needs. In relation to a child's medication requirements, ensure that you have reported to the Room Curriculum Leader and colleagues for verification and ensure that it can only be administered by a staff member with a current senior first-aid certificate and must be witnessed by another staff member. All relevant record keeping must be maintained.
- Be aware of the children's medication requirements, reporting these to the Room Curriculum Leader or colleagues who hold a current First Aid Certificate so administering can be witnessed.
- Ensure that all information regarding a child in your care is confidential.

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In relation to Colleagues the **Certificate IV in OSHC Qualified** staff will;

- Follow the directions of the Room Curriculum Leader.
- Assist all staff in meeting the needs, supervision, health and safety of all children.
- With the guidance of the Room Curriculum Leader and colleagues, promote the highest standard of care for the children in accordance with the National Quality Standard.
- Work as a team, throughout the Service.
- Assist in ensuring that your room is aesthetically supporting family involvement and representing each child and their needs and interests.
- Be considerate of fellow workers when having breaks by ensuring they are of the appropriate length.
- Participate in the service's annual staff appraisals and 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 own experiences.
- Be familiar with the Grievance Policy (included in Policy Manual) and aim to discuss any concerns or incidents to the Leadership Team for further support.

In relation to the Program the **Certificate IV in OSHC Qualified** staff will;

- When the Room Curriculum Leader is absent, you may be required to fill this position. The Leadership Team will guide you in these instances.
- Seek assistance from your Room Curriculum Leader or Educational Leader in regards to programming, observing and documenting.
- Assist with the planning, implementation and evaluation of the program.
- Assist with sourcing the developmental records of the children in your care.
- Assist in the set up and maintenance of the indoor and outdoor environment (organising any project material, interest areas and general preparation for the room).
- Assist in ensuring that your room is aesthetically supporting family involvement and representing each child and their needs and interests.

In relation to the Service the **Certificate IV in OSHC Qualified** staff will;

- Develop a working relationship with colleagues to ensure the effective operation of the Service.
- Attend staff meetings when required.
- Assist to maintain the room's routine and procedures in respect of daily checklists, programming and record keeping.
- 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 three (3) in-service courses every twelve months, so as to keep up-to-date and informed on current childcare practices.

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- 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.
- Immediately report all maintenance, O.H&S, and safety concerns to the Leadership Team for follow-up.
- Follow housekeeping practices, which ensure that equipment is maintained at an optimal level.
- 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.

C. CLEARANCES/CERTIFICATES/LICENCES

- ACECQA approved Certificate IV in OSHC Qualified in Early Childhood Education and Care or equivalent.
- Current Working With Children Card
- HLTAID004 Provide an emergency first aid response in an education and care setting

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.

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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.

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.

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I have reviewed and understand the responsibilities as the **Certificate IV in OSHC Qualified** 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: _____