

POSITION DESCRIPTION

ABCC (OSHC) Educator



About St John's Anglican College

St John's Anglican College is the leading Kindergarten to Year 12 coeducational school in south west Brisbane and is an International Baccalaureate World School for the Primary Years and Middle Years Programs. St John's Anglican College strives to provide an extraordinary, globally innovative and future-focused education from Kindergarten to Year 12. Our graduates are well educated, respectful, resilient and compassionate; equipped to be people of influence in their communities. Our teachers care about their students and are leaders in learning, focused on providing the best possible educational environment and ensuring that each child's academic potential is maximised. We value and acknowledge the skills, energy and commitment of our employees. Accordingly, we seek to attract, develop and retain staff of the highest calibre and provide a working environment that enables them to maximise their contribution to achieving the College's vision, mission and values.

Student Protection

Anglican schools support the rights of children and young people and are committed to ensure the safety, welfare and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

POSITION DETAILS			
Department:	ABCC	Location:	Primary campus
Position reports to:	Head of Primary through the Nominated Supervisor		
Positions reporting to this role:	Nil		
Status:	Casual		
Salary Level:	Children's Services Award		
Academic Qualifications required:	Certificate III in Children's Services or tertiary education related to children.		
Required experience:	Previous experience working with Children		
Special conditions:	This role requires the incumbent to hold a current First Aid Certificate and Emergency Management of Asthma and Anaphylaxis certification is highly desirable.		

Purpose of the position

Responsible to the Head of Primary through the Nominated Supervisor, the ABCC Educator contributes to the vision and goals of the College's After and Before College Care (ABCC) centre by providing efficient and effective delivery of support and assistance to the Nominated Supervisor in the daily running of the program.

Duty of Care

The ABCC Educator will contribute to the College's duty of care for both staff and students by adhering to all requirements relating to the development of an environment which is free from the risk of injury, harm and/or disease as required by the Work Health and Safety and Child Protection Acts and relevant College policies and practices.

College Expectations

ABCC staff at St John's Anglican College will be:

- Supportive of the Aims and Philosophy of the College
- Supportive of the Anglican values and ethos of the College
- Focused on the needs of the College's clients
- Maintainers of the confidentiality of the team
- Facilitators of positive and productive College community relationships
- Focused on developing a culture of excellence

DOMAINS OF PROFESSIONAL RESPONSIBILITY

The ABCC Educator is responsible for meeting the following domains of professional responsibility. These responsibilities should be read within the context of the Statement of Principles of Effective Support Services below.

Student Protection:	The ABCC Educator will know, understand, apply and abide by all requirements of the Student Protection in Anglican Schools Policy and Procedures.
Commitment to the College Vision and Goals:	The ABCC Educator demonstrates a commitment to the College aims and philosophy in holistic education and supports the College's worship and value-based approaches. The ABCC Educator will embrace change and support College development, with a particular focus on building positive and productive relationships with children and their families.
Ensure a safe environment for children:	The ABCC Educator will contribute to the ABCC environment by ensuring proper Work Health and Safety practices are adhered to. This will be achieved by: <ul style="list-style-type: none">• Supervising, assisting and encouraging appropriate activities with children.• Ensuring the appropriate supervision of children at all times both inside and outside of College buildings.• Checking all equipment and the environment regularly to ensure it is safe for use by children and providing informative feedback to the Nominated Supervisor on the safety of the equipment and environment.• Maintaining discipline in accordance with College Policies and Procedures.• Reporting any behavioural problems, incidents or illnesses to the Nominated Supervisor and completing a written report as required by

	<p>College policies, procedures and legislation.</p> <ul style="list-style-type: none"> Assisting with securing the facility at the end of the daily program.
Give each child individual attention and comfort as required:	<p>The ABCC Educator will ensure that the individual children in their care are given appropriate attention and comfort when necessary. This will be achieved by:</p> <ul style="list-style-type: none"> Assisting and encouraging activities with children. Being aware of each child's specific needs and relating these needs to the Nominated Supervisor and other ABCC Educators. Using the specific needs of the children to guide and develop the program. Providing comfort in an appropriate manner if necessary.
Perform general duties associated with the operation of the facility:	<p>The ABCC Educator will perform duties associated with food preparation, service and cleaning/maintenance of all areas of the facility including internal and external areas and completing all work as directed by the Nominated Supervisor. This will be achieved by:</p> <ul style="list-style-type: none"> Assisting with the preparation and clean-up of activities, breakfast, lunch and afternoon tea. Overseeing registration of children on arrival and departure. Checking all supplies of food and craft material and advising the Nominated Supervisor when supplies are running low. Assisting with securing the facility at the end of the daily program when required.
Assist in the development, implementation and evaluation of daily programming:	<p>The ABCC Educator will develop, implement and evaluate appropriate daily programs and routines for children in their care ensuring an appropriate learning and social environment, based on National Quality Framework guidelines. The incumbent will also engage in meaningful dialogue with children to effectively understand their needs which will consequently assist in the preparation of the daily program. This will be achieved by:</p> <ul style="list-style-type: none"> Actively participating in the planning and evaluation of the program. Supervising, assisting and encouraging activities with children. Being familiar with 'My Time Our Place' the Framework for School Age Care. Contributing to and assisting in documenting evaluations of the program. Checking all equipment required for activities is fit for purpose. Being actively involved in rule-setting procedures. Checking all supplies of food and craft material and advising the Nominated Supervisor when supplies are running low. Attending and participating in all scheduled staff meetings. Attending in-service training, conferences and meetings wherever possible.
Compliance:	<p>The ABCC Educator will adhere to ABCC policies and procedures to ensure the effective and efficient operation of the facility in accordance with the National Quality Framework. This will be achieved by:</p> <ul style="list-style-type: none"> Becoming aware of all operational policies for the facility. Being involved in the development and implementation of new policies. Developing an understanding of the ethos and structure of the College.

All employees recognise and accept that multi-skilling is an essential component of employment with the College and that they may be required to undertake duties that are outside their normal position description but within their skills, competency and capability.

SELECTION CRITERIA/COMPETENCIES

The ideal candidate will possess the following competencies, skills, qualifications and experience.

- Relevant experience with school age children preferably 4 – 12 years of age.
- Positive attitude to support and encourage children and fellow team members with a creative streak and an energetic, enthusiastic personality.
- Genuine interest in families and students.
- Patience and a calm attitude and demeanor when faced with difficult student behavior situations.
- Excellent planning, organisational, decision making and problem solving skills with an ability to work with others both individually and as a member of a team.
- Basic understanding of work health and safety, equal employment opportunity and anti-discriminatory practices and behavior as applied in a work environment.
- Willingness to undertake specific training as required.
- Certified First Aid Training
- Customer service focus
- The ability to obtain and maintain a Working with Children Blue Card.

St John's Anglican College Statement of Effective Support Services

The College believes that the success of support staff will occur when they are committed to the provision of quality professional services for staff, students and families, which adds value to the College's operations and programs. This will be achieved through:

- Providing quality client service
- Pastorally caring for students as appropriate
- Supporting teacher's work
- Working efficiently and harmoniously
- Participating in and supporting teamwork
- Being flexible and open to learn new ways
- Embracing fully the use of technology

Critical to our success will be an approach that:

- Embodies the values and standards of the College
- Adopts a personal approach to client service
- Demonstrates efficiency, accuracy and competency in our work
- Is proactive
- Seeks continuous improvement through opportunities for training and development

Important information

People who work for St John's Anglican College must comply with the Code of Conduct, relevant legislation, policies and procedures.

- A Safe Ministry Check will be conducted on recommended candidates in relation to any circumstances which exist that may conflict with the candidate's employment at St John's Anglican College.

- People appointed to this position must have the ability to successfully obtain and maintain a Working with Children Blue Card in accordance with the *Working with Children (Risk Management and Screening) Act 2000*.