



OOSH Educator – Part Time

DIRECTORATE	Business, Growth & Community
CLASSIFICATION	Grade 4
SALARY	\$26.45 to \$29.09 per hour plus 10.5% employer contribution to superannuation
REPORTING TO	OOSH Service Coordinator
EMPLOYMENT TYPE	Permanent Part Time
POSITION CONTACT	Tim McLaren Senior OOSH Coordinator Tel 0418 286 290

OUR ORGANISATION We are the facilitator of a thriving, resilient and liveable city full of opportunities and the custodians of an environment like no other. We consistently deliver best-in-class leadership, services, facilities and experiences, providing exceptional living for our local community.

OUR VALUES We are a values driven organisation and these underpin everything we do.

- **Working together** - I respect, listen to and value the contributions of others and celebrate our achievements.
- **Integrity** - I am trustworthy, honest, accountable, open and consistent in all that I do.
- **Courage and Passion** - I am enthusiastic and have the confidence to speak up for the betterment of AlburyCity.
- **Innovation** - I seek to increase my knowledge through new ideas and continuous improvement.
- **Loyalty** - I am supportive of others and committed to AlburyCity and the community.



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LIVE WELL WORK WELL

The health and safety of our people is more than a priority, it's a commitment embedded within our values.
Unlike priorities which change over time, our values form the basis for all that we do; they define our purpose and what we stand for.
We seek to have a positive impact by developing a holistic wellbeing culture that empowers everyone to be their healthiest and happiest version, resulting in a more engaged and productive workforce with lower incidence of illness and injury.
It is, and always will be, our goal to have a workplace free from harm.

THE DIRECTORATE

Our Business, Growth & Community Directorate focuses on providing more and better, opportunities for our people and our place.
The groups within our directorate will empower our people, city and region to strive for more and to champion the significance of Albury as a national destination for life, work, culture, sport, entertainment, business and investment.

OUR SERVICE MODEL: PLACE

Our Service model is built around our brand pillars of empowering **progress**; serving with excellence, which is about our **people**; and taking care of our **place**.
We are caretakers and custodians of a very special, unique place. We are committed to enhancing the experience of living on the Murray River, preserving our natural environment and promoting our region as a gateway to our many, varied landscapes.

SERVICE CLUSTER: COMMUNITY & PLACE

Our Community and Place Service Cluster plays a key role in enhancing our city's rich tapestry. Its purpose is to contribute to a vibrant, united, caring and inviting community through integrated planning and delivery of a range of community, social, creative and cultural services.

THE POSITION

To assist the Out of School Hours Co-ordinator with the running of the Out of School Hours Program.



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KEY**RESPONSIBILITIES**

- To ensure that AlburyCity's Out of School Hours Program operates in an efficient and effective manner.
- To ensure the provision of a high standard of care and education is delivered to children attending the Program.
- To assist with the maintenance of all administration records.
- To prepare daily activities for the children attending the Program.
- To work with all staff as part of an efficient and effective team.
- To respond to telephone and face to face enquiries from the general community, providing accurate information in a friendly and courteous manner, and promoting a positive image of the Program at all times.
- To make sure the Program's premises are kept clean and safe.
- To be responsible for the program in the absence of the Out of School Hours Service Coordinator.
- Perform other tasks or duties as directed by the Supervisor which are within the limits of the employee's skill, competence and training.
- Observe requirements of the WHS Legislation, relevant to the job and adhere to AlburyCity Policies and Procedures regarding WHS.
- Observe appropriate AlburyCity Policies and Procedures regarding day to day operations including Equal Employment Opportunity policies, AlburyCity's Dress Code and Standards Policy and AlburyCity's Code of Conduct.

KEY**RELATIONSHIPS**

Internal

- AlburyCity Staff

External

- Parents and School staff
 - Department of Children's Services
 - KU Children's Services
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EMPLOYMENT CONDITIONS

- Based on a 38 Hour Week: Working a minimum of 25 hours per week in accordance with facility roster.
 - After School Care during school terms, Monday to Friday, 1pm – 6pm
 - Before School Care during school terms, Monday to Friday, 7am – 9am
 - Vacation Program during School Holidays (38 hours per week during NSW School Holiday periods)
- Rosters prepared to incorporate the following spread of days and hours:
 - Monday to Friday, 7am – 6pm, staff on occasion may be asked to work split shifts.
- Additional hours up to 38 hours per week may be worked by agreement, and this would be paid at the ordinary rate of pay.
- This position has the opportunity to carry out the role of an Educational Leader on a rotational basis. If required in this capacity the tasks include:
 - Providing guidance to other educators in their planning and reflection
 - Mentoring colleagues in their implementation practices
 - Developing strategies to improve the educational program at their service
- This position requires evidence of vaccination against the following infectious diseases:
 - Pertussis (Whooping Cough)
 - Measles, Mumps & Rubella (MMR)
 - Varicella (Chicken Pox)
 - Influenza (seasonal)
- This position involves working both indoor and outdoor, along with computer work. The position requires a moderate level of aerobic and physical fitness to undertake regular physical activities such as walking, lifting, pulling, pushing along with the capacity to maintain normal manual handling tasks across the work day – depending on the nature of the tasks undertaken. Appropriate WHS standards will be applied for all manual handling activity. A full functional and medical assessment is required for this position.
- This position requires evidence of a current NSW Working with Children's Check.



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- This position may require the employee to be acting as the Service Coordinator for any Albury City service, in that instance you may be required to undertake a National Australian Police check.
 - This position has been assessed as Category B under AlburyCity's Dress Code category. Category B is defined as semi-corporate; uniforms in this category are compulsory and are provided with the position.
 - This position is located at one of AlburyCity's OOSH Programs with occasional visits to external sites/depots and AlburyCity Administration Building as required.
 - This position may transfer to any of AlburyCity's Children's Service programs to meet operational needs.
 - Effective from 1 December 2021 all new employees to commence with AlburyCity will be required to be fully vaccinated for COVID-19 (or hold a valid medical exemption) as a condition of employment. As a part of our recruitment and selection process you will be asked to provide proof of your vaccination status.
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Key Selection Criteria

ESSENTIAL CRITERIA

- Certificate III in Child Care or equivalent relevant experience

DESIRABLE CRITERIA

- First Aid Certificate
- Current Accredited Emergency Asthma Management Training
- Current Accredited Anaphylaxis Management Training

EXPERIENCE

- Relevant working experience with primary school aged students

AUTHORITY AND ACCOUNTABILITY

- Demonstrated ability to record child observations and assist in implementing and evaluating the program
- Proven ability to make decisions independently when required

SPECIALIST KNOWLEDGE AND SKILLS

- A working knowledge and understanding is required in the following areas:
 - Child development and ability to plan appropriate activities
 - Operation of the Out of School Hours Service
 - Education and Care Services National Regulations 2011
 - My Time, Our Place – curriculum framework
 - National Quality Framework – as outlined by ACEQA
- Ability to implement policies and procedure
- Ability to assist with office administration tasks, such as fee collection, banking and Children's bookings.

JUDGMENT AND PROBLEM SOLVING

- Demonstrated ability to be sensitive to the health and well-being of children and refer concerns to the Coordinator
 - Proven ability to monitor and ensure that the environment is safe
 - Proven ability to ensure that satisfactory standards of behaviour are maintained and appropriate policies of Guiding Children's Behaviour are used
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Key Selection Criteria

MANAGEMENT SKILLS

- Ability to assist with the day to day management and administration of the Program

INTERPERSONAL SKILLS

- Excellent verbal and written communication skills and the ability to relate well to children, parents and other staff members
- The ability to maintain a high degree of confidentiality in regard to children and families accessing the Out of School Hours Programs
- Ability to welcome and maintain a positive rapport and sharing of information with parents regarding the daily routine of their children
- Demonstrated ability and commitment to work effectively within a team and support other members

SERVICE LEADER COMMUNITY & PLACE

DATE:
04 August 2022
