



TRINITY COLLEGE

## Position Description

<b>JOB TITLE</b>	Out of School Hours Care (OSHC) Educator
<b>POSITION OVERVIEW</b>	The OSHC Educator is responsible for ensuring delivery of quality care and support to children based in the OSHC program.
<b>CLASSIFICATION</b>	CSA 1
<b>LOCATION</b>	Evanston South, Gawler River, Blakeview, Roseworthy
<b>REPORTING TO</b>	OSHC Director
<b>ABOUT TRINITY COLLEGE</b>	
<p>Trinity College (the College) is a multi-site; independent, co-educational Anglican College founded in a liberal education tradition and located in the northern Adelaide region. Cultural and physical activities are part of total education in a caring Christian environment. The College offers a wide-ranging academic and vocational program coupled with an extensive extra-curricular program that includes sports, music, dance, and drama, in addition to a variety of others. The College is committed to Inclusion, Cultural Safety, and excellence in our professional practice.</p>	
<b>KEY RELATIONSHIPS</b>	
<p><b>Internal:</b> OSHC Director, OSHC Assistant Director and other OSHC team members. OSHC Directors report to the Director of Business Administration.</p> <p><b>External:</b> OSHC families and the Trinity College school's community.</p>	
<b>KEY SELECTION CRITERIA</b>	
<p><b>Essential:</b></p> <ul style="list-style-type: none"><li>• Demonstrated interest in working with children and basic understanding of children's development.</li><li>• Demonstrated experience in the delivery of high levels of service.</li><li>• Ability to work within the operating hours of the OSHC service.</li><li>• Sound oral, reading and written English skills.</li><li>• Willingness to continuously learn through professional development, further studies and education experiences.</li><li>• Reliable, punctual and mature attitude to work.</li><li>• Well-developed communication and interpersonal skills combined with a proactive, hands-on attitude.</li><li>• Understanding of the importance of personal and professional boundaries, ethical behaviour and working within established policies and procedures.</li><li>• Demonstrated ability to maintain confidentiality.</li><li>• Effective listening and communication skills.</li><li>• Ability to work as an effective team member and undertake a range of duties with enthusiasm.</li><li>• Comply with and acknowledge the College's Child Safe Policy and adhere to the Child Safety Code of Conduct</li><li>• Valid Working with Children Check</li></ul>	

- Completion of the RRHAN-EC Masterclass Certificate and knowledge of the responsibilities of mandatory reporting
- Current first aid certificate
- Knowledge and commitment to promoting and creating a safe and inclusive work environment and the legislative requirements of equal opportunity and work health and safety legislation.
- Highly developed interpersonal skills, promoting positive and inclusive behaviour conducive to learning and our Trinity College values.
- Well-developed collaboration skills that can deliver energetically within a dynamic environment.

**Desirable:**

- Experience working with children.
- Knowledge of My Time, Our Place and Learning Frameworks and the National Quality Standard and the Early Years Learning Framework (EYLF).
- Knowledge of age-appropriate recreational activities.

**DUTIES**

**OSHC Service**

- Assist in the provision of a high-quality program for all children by following the OSHC Service program, frameworks, QIP and all documentation to support the National Quality Standards.
- Assist in meeting all regulatory and legislative requirements.
- Provide and support an inclusive environment including for children with additional needs and for families.
- Perform specific tasks including, but not limited to, supervision of children, the facilitation of activities, cleaning and food preparation.
- Ensure children are safe and secure and their individual needs are met at all times.
- Ensure that confidentiality is maintained and that the privacy of children, parents, students, and educators is respected at all times.
- Provide a welcoming and professional environment for families and team members by providing consistently high-quality customer service and care.
- Provide regular communication for our parents and caregivers, and information to the relevant team members of the OSHC service.
- Participate and contribute to the ongoing evaluation and quality improvement of the service's program.

**Child and Family Engagement**

- Give children individual attention and comfort as required
- Assist with ensuring the physical safety and emotional well-being of the children
- Support and conduct activities for children as directed
- Establish relationships with and interact with children appropriately
- Maintain positive relationships with families
- Acknowledge families upon arrival and departure and share information about their child's day

**OSHC Programme**

- Be guided to prepare an environment for programmed activities
- Assist with the provision of a developmentally stimulating environment
- Implement daily routines
- Acquire knowledge about programming requirements per the National Quality Framework.

**Professional Development:**

- Participate in ongoing professional development and learning relevant to the role.
- Participate in annual Child Safety training and other obligations as requested.

- Actively participating in school activities/events, meetings, required training and/or professional development and reviews.

**Personal Conduct:**

- Understand responsibilities and roles and work per Trinity College Work Health and Safety, Child Safety, Mandatory Reporting, Emergency Procedures and Other policies and procedures.
- To respect the protocols, policies and ethos of Trinity College
- Promote the Christian ideals and values of Trinity College.
- Foster a positive and inclusive school climate and culture that promotes a sense of belonging among students, staff, and the wider school community.
- Be responsible for interpreting and implementing the College policies and procedures.
- Collaborate effectively and develop key working relationships with staff across the College.
- Represent the interests of the College with sensitivity within a whole-college framework.

**Workplace Health and Safety:**

- Trinity College is committed to ensuring the physical and psychological health, safety, and well-being of its employees, students, and those contracted to perform work on its behalf, as well as visitors to our premises.
- Assist in ensuring the OSHC premises and facilities are hygienic and in good condition.
- Perform safety yard checks.

All positions evolve and change over time, and the College commits to regularly review and update position descriptions to accurately reflect the contribution of employees.