

Role Description

Out of School Hours Care Educator



**Santa
Sabina
College**

All staff members of Santa Sabina College are expected to support and promote the College's Catholic, Dominican mission. Santa Sabina College is an IB World School and educates students to achieve personal excellence, to act with justice and compassion, and to embrace the future with an optimistic global vision.

The College is committed to ensuring that all staff promote the inherent dignity and fundamental rights of students and colleagues within a safe school and work environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

The Out of School Hours Care Educator will support the OOSH Coordinator and OOSH Educators in promoting the development, care and wellbeing of all children. This role ensures that the children are treated fairly and equitably and assists with the implementation of programs for individual children and the total learning environment.

Responsibilities

1. College Mission and Strategy

- 1.1 understand and support the Catholic, Dominican Mission of the College, and the place of pastoral care in this context
- 1.2 understand, promote and share best practice in ensuring child safety and well-being

2. Responsibilities

- 2.1 will implement quality educational practices from *'My Time Our Place'*
- 2.2 assist the OOSH Coordinator and Educators recording children's learning and development
- 2.3 assist the OOSH Coordinator and Educators in preparing and presenting teaching experiences and the learning environment
- 2.4 support all children regardless of their ability to participate in the educational program
- 2.5 ensure each child's health is promoted through effective hygiene practices
- 2.6 assist the OOSH Coordinator and Educators in the management of children's injuries and illness
- 2.7 protect children from possible or potential harm by adhering to the Supervision Policy and Providing a Safe Environment Policy
- 2.8 meet children's dietary and nutritional requirements by adhering to the Nutrition Policy
- 2.9 maintain a clean and safe work environment by completing shift and room duties
- 2.10 assist in the presentation of learning environments that promote inclusion, independence and social interactions
- 2.11 maintain respectful, equitable and supportive relationships with colleagues
- 2.12 promote a sense of belonging in all children
- 2.13 maintain respectful, equitable and genuine relationships with all children
- 2.14 support each child to manage their own behaviour, respond appropriately to others behaviour and communicate effectively to resolve conflicts
- 2.15 uphold the dignity and rights of every child at all times
- 2.16 form collaborative partnerships with families and communities and interact respectfully with families

3. Organisational and Administrative

- 3.1 ensure student learning is well documented
- 3.2 support other staff professionally in all areas of the College

4. Community

- 4.1 perform any other duties as directed by the College Principal in relation to the College and wider community
- 4.2 attend College events and functions relevant to the role of OOSH Educator and as requested by the College Principal or their delegate

5. General accountabilities for all staff

- 5.1 demonstrate duty of care to students in relation to their physical and mental wellbeing
- 5.2 be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- 5.3 adhere to the College's professional dress code for staff
- 5.4 attend all relevant staff meetings, assemblies, College masses, community days and staff professional learning days
- 5.5 demonstrate professional and collegial relationships with colleagues
- 5.6 commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning and professional growth reviews
- 5.7 be familiar with and comply with all OOSH and College policies and procedures

Qualifications, knowledge, skills and experiences

- effective written and verbal communication skills
- initiative and motivation to learn
- previous experience with children is an advantage
- outstanding professional presentation and manner
- strong administrative and organisational skills
- proven ability to work collaboratively and energetically within a dynamic organisation
- certified First Aider including anaphylaxis and asthma emergency medical response
- attained child protection certificate
- excellent written and interpersonal communication skills

Organisational Relationships

This role reports to the Director of Mary Bailey House and the OOSH Coordinator.

Organisational Requirements

The position is employed under the Mary Bailey House Early Education Centre and Out of School Hours Staff Enterprise Agreement 2019-2021.

All Employees

- All staff are required to have an understanding of, and a commitment to the Catholic, Dominican ethos of the College, and to be committed to a child safe culture.