

QUEENSLAND LUTHERAN EARLY CHILDHOOD SERVICES (QLECS)

POSITION TITLE: **Educator - OSHC**

RESPONSIBLE TO: Service Leader

Authority and Accountability

The Lutheran Church of Australia Queensland District (LCAQD) is the Approved Provider for all Lutheran Early Childhood and School Aged Care Services in Queensland. QLECS manages the obligations of the Approved Provider (holds the Approved Provider's delegated authority) and acts on behalf of the Approved Provider to mitigate risk for and to the Church. QLECS works to promote best practice and quality within each Service. Each Service provides opportunity for ministry and mission for the Church – an outreach for the local Congregation, School/College and QLECS.

The OSHC Educator shall abide by the constitution and by-laws of LCAQD and QLECS, accept the policies and objectives determined by QLECS Council and QLECS Branch and be consistent with principles of good practice in development and maintenance of professional relationships.

The incumbent will be expected to conduct their work in an atmosphere of Christian service in support of the Lutheran ethos, maintaining and implementing the mission and vision of the Service and QLECS.

Qualifications

- Certificate III in Children's Services or equivalent (Minimum)
- Current Suitability Card (Blue Card)
- Current Senior First Aid and CPR; Anaphylaxis and Asthma Management training

Role

The Educator - OSHC:

- in conjunction with the Service Leader, plans and delivers a high quality school-aged care program, using the relevant framework, maintaining all documentation required to support children's learning and development, in a stimulating, caring and secure environment.
- supports the Service in ensuring it is compliant with all relevant legislation.
- performs all responsibilities in an ethical and transparent manner incorporating moral principles of honesty and trust and declaring any conflicts of interest that may arise.

Key Responsibilities:

Christian Ethos:

- Foster and nurture the Christian foundation and environment of the Service.
- Participate at significant community and Church events such as family services, staff installations, Christmas concerts, anniversary celebrations, as required.
- Support mission and ministry to the staff and families at the Service, upholding the Lutheran ethos in conjunction with Service staff.

Laws, Regulations and Standards

Legislation

- Know, understand and have experience working with the National Quality Framework (NQF) and its national law system, including the various roles and responsibilities under the NQF.
- Assist to monitor and maintain Service practices consistent with all legislative requirements.

National Quality Standard

- Demonstrate knowledge and understanding of the National Quality Standard and *My Time, Our Place*
- Actively participate in the Service's Continuous Improvement processes including self-assessment against the NQS and critical reflection of Service practices.
- Assist in the development and updating of the Service's Quality Improvement Plan.
- Effectively participate in the assessment and rating process.

Reporting, Accountability and Compliance

- Ensure compliance with the National Quality Framework and all legislative requirements.
- Assist in the maintenance of all records and documents as per legislative and Approved Provider requirements.

Work, Health and Safety

- Know and understand Work, Health and Safety legislation.
- Ensure Work Health and Safety procedures and practices are followed.
- Record and report Work, Health and Safety incidents to the Service Leader.

Governance and Management

Service Management

- Actively promote the Service to families and the wider community.

Policies and Procedures

- Implement the Service's policies and procedures at all times.
- Undertake policy reviews when required.

Administration

Administrative Duties

- Ensure all required documentation is current.
- Contribute to the completion of safety checklists on a daily basis, as required.

Service Delivery

Community Involvement and Communication

- Assist in the development and maintenance of effective relationships and partnerships with families and key stakeholders by encouraging involvement in the Service's program.
- Support the development and maintenance of effective community relationships and partnerships being aware of and responding to the diverse community needs.
- Provide input into regular communications with families.

Education and Care

- Work collaboratively as a member of a team and QLECS to maintain the highest possible standards of education and care.
- Facilitate positive and respectful relationships with all children.
- Support effective and appropriate behaviour guidance techniques and strategies.

Human Resources

Human Resource Management

- Support and facilitate individual and team performance improvement.
- Follow the Service's policies and procedures to resolve disputes and conflicts.

Professionalism/Professional Practice

- Commitment to ongoing learning and performance improvement.
- Participate in professional development planning for the Service.
- Engaging in personal and professional development to ensure a thorough knowledge of all aspects relating to school-aged care and the Service's operation.
- Support team building.
- Promote a positive Service culture.