



ROLE DESCRIPTION

OSHC Lead Educator – Samford Valley Steiner School

POSITIONDETAILS	Position Title	OSHC Lead Educator
	Area	Early Childhood & Primary School
	Position Reports to	OSHC Coordinator School Director
	Role Location	Brisbane (Samford)
	Key Role Relationships	School Director Economic Development Manager Primary School Faculty Director Early Childhood Faculty Director Teachers Students Parents

ROLECONTEXT	<p>Samford Valley Steiner School (SVSS) has experienced considerable growth since its inception in 1987, most notably over the past five years. This growth has included a High School operating since 2006, significant capital works, an increase in both students and staff and, importantly, a change of focus from pre- and primary education to 'whole school'. Anthroposophy and the developmental picture of the human being is the underpinning of Steiner education philosophy. The school has a Senior Leader Team (SLT) consisting of the School Director, Early Childhood Director, Primary School Director, High School Director, Economic Development Manager (EDM) , and the Chairperson of the College of Teachers (COT), which develops the pedagogical direction and vision from a deep understanding of Steiner's indications and child development perspective. Teachers creatively translate this vision and direction into observable and practical actions in a way which engages and develops students.</p> <p>The Outside School Hours Care service offers support, Before School, After School and Vacation Care, to parents and staff of the school, providing care for children, that is nurturing and aligned with school philosophy, before and after school.</p> <p>The OSHC Lead Educator must be willing to learn, engage and work from our Vision and Core Principles at Samford Valley Steiner School. https://www.samfordsteiner.qld.edu.au/about-us/vision/</p>
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ROLE/PURPOSE	<p>The Outside School Hours Care (OSHC) Lead Educator is responsible in the absence of the OSHC Coordinator for managing the effective and efficient operation, including pedagogy, enrolments, staffing, finances, administration and compliance, of the Outside School Hours Care Service in accordance with the policies, directions and delegations of the School Director of Samford Valley Steiner School.</p> <p>The OSHC Service is to be aligned to the Steiner Curriculum.</p>
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KEY ACCOUNTABILITIES	<p>The OSHC Lead Educator role will consist of but not be limited to the following tasks:</p> <ul style="list-style-type: none"> • Ensure when in charge that all administrative needs of the service are met in a timely and effective manner • Ensure compliance with all Government regulations, Legislation and Standards • Manage OSHC Assistants ensuring there are suitably qualified staff numbers for every session of operation in accordance with the National Quality Framework for OSHC educator to child ratios. • Ensure that all communications with families are met in a timely and professional manner • Strengthen parent and community confidence in the School by always acting professionally with due consideration and awareness of issues of sensitivity and confidentiality. • Safety is a priority for all SVSS staff. All staff employed in any capacity by SVSS are expected to understand and effectively apply safety policies and practices as relevant to their role • Ensure the good physical and mental health and safety of students using the service through maintaining a thorough understanding of School policies and procedures (including the Well Being Policy), as well as knowledge of and compliance with emergency and accident procedures, undertaking all actions necessary and holding a conscious awareness of real and potential safety concerns. • Ensure that your own training and development is appropriate to fulfil your role. <p>Duty of Care Ensure the good physical and mental health and safety of children at the School through maintaining a thorough understanding of School policies and procedures (including the Social Health and Well Being Policy), as well as knowledge of and compliance with emergency and accident procedures, undertaking all actions necessary and holding a conscious awareness of real and potential safety concerns.</p>
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Key Skills	<p>The skills and requirements of this position are:</p> <ul style="list-style-type: none"> • Possession of appropriate qualification and experience. • Ability to communicate and interact effectively with staff, parents and members of the public. • Demonstrated ability to assist in the planning, implementation and evaluation of childcare programmes. • Demonstrated understanding of the needs and interests of children aged from 0-6 years. • Ability to work within the legislation relating to child care services. • Knowledge of or an ability to acquire knowledge of procedures, policies, regulations and standards which impact upon the position and a knowledge of contemporary human resource management issues such as workplace health and safety, equal opportunity, and anti-discrimination. • Current First Aid and Resuscitation certificate. • Current Blue Card registration. • Ability to work effectively with other members of the childcare team. • Ability to work effectively with and work alongside work experience students.
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- Ability to work effectively with parents and children using the centre.
- Ability to provide a stimulating, enjoyable, caring and safe environment for children using the childcare centre facilities, ensuring that the standards required by state regulation and national accreditation principles are adhered to.
- To provide the development, implementation and evaluation of developmental programmes and daily routines to ensure that the needs of children and parents are catered for.
- To accept and respond warmly to children’s behaviour, different developmental levels and special needs to ensure that the environment at the centre is conducive to early childhood development.
- To use positive forms of behaviour management that enhances the self esteem of children.
- To maintain the safety and hygiene of children in care at its optimum at all times to ensure that children are not exposed to any risks.
- To form and maintain relationships with the families and offer empathy, understanding, kindness and referral to the School Director if necessary.
- To understand and respect parents and children with different cultural and ethnic backgrounds and different child rearing practices to ensure that diversity is valued by the centre and to encourage parents to feel comfortable discussing issues relating to the care of their child.
- To oversee the setting up and packing away of equipment and requisites used by children and ensure storage areas are well organized and tidy; and floor coverings, furniture, equipment and toys are clean and maintained to a safe and hygienic standard.
- To contribute to the direction of the child care centre team by participating in meetings and providing input to review policies, systems, and processes within the centre to ensure flexible and responsive service delivery that meets and exceeds client expectations.
- To contribute to the team by developing and utilizing effective communication lines with other members and providing support of others as needed to ensure cohesion and consistency in approach.
- To be aware of policies, principles and legal requirements in relation to Equal Employment Opportunity, and Health and Safety, reporting and acting on conditions liable to impact on the well-being of children and staff.
- To provide, implement and evaluate developmentally appropriate programmes and daily routines to ensure that the needs of children and parents are catered for.
- To use positive forms of behaviour management that enhances the self esteem of children.

Approval:	OSHC Lead Educator	School Director
	Name: _____	Name: _____
	Signature: _____	Signature: _____
	Date: _____	Date: _____
Received By HR/ Admin:	Signature: _____ Date: _____	