**Example Job Description**

**EDUCATOR**
*(Child Care Assistant/Certified Supervisor)*

**POSITION TITLE:**
Educator
(Child Care Assistant/Certified Supervisor)

**POSITION CLASSIFICATION:**
- Children’s Service’s Award 2010
- Level - (insert level)
- Permanent part-time - (insert number of hours) hours per week.

**HOURS OF WORK:**
- (Insert number of hours) per week.
- (Insert details of the number of face-to-face hours and the number of non-contact hours if applicable)

**REPORTS TO:**
Nominated Supervisor (Coordinator)

**SUPERVISES:**
Junior educators, volunteers and students on practicum placement.

**POSITION OBJECTIVE:**
To assist in the provision of a high quality out of school care program which meets the expectations of the Approved Provider, families and children. Supported by an experienced team, this position will provide care, activities and educational elements to those in the program.

To work within the centre’s philosophy, policies and procedures as part of a team. To work within the requirements of the National Quality Framework (NQF) and the Framework for School Age Care – My Time, Our Place.

**NOTE:** This person may be placed in day-to-day charge of the service in the absence of the Nominated Supervisor.

**SPECIFIC RESPONSIBILITIES:**

**Administration:**
- Comply with the requirements of the National Quality Framework and Framework for School Age Care – My Time, Our Place and other relevant legislation, for example, Work, Health & Safety.
- Read and develop an understanding of the service’s philosophy, policies and procedures.
- Participate in professional development opportunities as required and keep up-to-date with current industry trends. Share this knowledge with the other educators at the service.
- Attend staff meetings as required.
- Contribute to the development of the Quality Improvement Plan (QIP).
- Read and understand this Job description and carry out the duties and tasks to the best of your abilities.
- Undertake other duties as determined by the Nominated Supervisor from time to time.
- Comply with all service policy & procedures.

**Program:**
- Assist in program planning that is based on the Framework for School Age Care - My Time Our Place.
- Contribute to and assist in documenting evaluations of the program.
- Actively engage with children during the implementation of the program.

**Communication:**
- Build positive relationships with other educators.
- Work as a member of the team. To be flexible and work in a cooperative manner to ensure efficient operation of the service and maintain a high level of morale.
- Follow direction and instructions of the Nominated Supervisor and/or senior educators.
- Co-operate and work collaboratively with families, ensuring regular communication regarding the care and specific needs of their children, and ensuring that families feel comfortable and encouraged to become involved in the service.
- Attend service social/community events as required.
- Convey information regarding the service and its policies accurately to families and members of the public.
- Respond to telephone and face-to-face enquiries, providing accurate information and appropriate referrals in a friendly and courteous manner, and promoting a positive image of the service at all times.
- Refer all family concerns to the Nominated Supervisor as appropriate.
Children

• Foster a rich play environment consistent with the Framework for School Age Care – My Time, Our Place.
• Assist in creating a warm, caring environment for all children attending the service.
• Be actively involved with children in activities as directed by the Nominated Supervisor.
• Be aware of children’s needs and abilities and meet these in a manner that is appropriate.
• Actively supervise the children and instruct children in the appropriate use of equipment.
• Share responsibility for the safety and hygiene of children within the service’s environment, including ensuring appropriate cleaning and food handling practices.
• Create a collaborative and caring environment for the children.
• Educate children through modelling and the demonstration of appropriate behaviours.
• Actively involve children in the continual development and evaluation of the program and ensure a suitable variety of activities to cater for all varying developmental needs of children are provided.
• Maintain, and consistently implement the behaviour management policy.
• Provide feedback to parents regarding their child’s/children’s participation at the service.
• Fulfil duties associated with mandatory reporting guidelines in line with the Child Protection legislation and the service’s policies.

Work, Health & Safety:

• Be aware of and comply with the service’s Work, Health & Safety policies and procedures.
• Take reasonable care to protect own safety in the workplace and work in a safe manner, in compliance with approved safe work practices.
• Participate in emergency and evacuation procedures as directed by the Nominated Supervisor.
• Report any emergency to the most senior educator and assist as directed.
• Check the environment (indoor and outdoor) each day and report any faulty equipment to the Nominated Supervisor as soon as possible.
• Assist in maintaining a clean and safe environment before, during and after the completion of the session.
• Assist in maintaining the work environment to minimise risk to children, educators and visitors to the service.

REVIEW OF THIS JOB DESCRIPTION:

This Job Description can only be amended with the approval of the Approved Provider. It will be reviewed on an annual basis, or when deemed necessary, by the Approved Provider.

EMPLOYEE DECLARATION:

I have read and understand the content of this Job Description and undertake to meet the responsibilities and duties in an appropriate manner.

Employee Name: (Please print)

________________________________________
Signature:

________________________________________
Date:

Approved Provider Witness: (Please print)

________________________________________
Signature:

________________________________________
Date: