



Position Description

Educational Leader

Fun Factory Out of School Hours and Vacation Care Service

Principle Functions

To work as a part of a committed, professional and energetic team, providing high quality childcare to primary school age children before and after school and during school holidays.

The Educational Leader leads the development and implementation of the educational programs in the service.

As part of continuous improvement, the Educational Leader considers what strategies are needed to improve the educational programs at Fun Factory OOSHCA and develops strategies to implement them.

Strategies may include:

- Leading and being part of reflective practice discussions about practice and implementing the learning framework
- Mentoring Educators through quality practice
- Discussing routines and how to make more effective learning experiences
- Observing children and education interaction, and making suggestions on how to improve interactions and intentional teaching
- Considering how the program can be linked to the community by working with other community services, including Aboriginal Elders.

Accountability

- This position reports to and works under the supervision of the Fun Factory Coordinator and is accountable to the Management Committee of North Richmond Community Centre (NRCC) through the Fun Factory Coordinator and the NRCC Manager.

Networks and works in partnership with

- Fun Factory Coordinator and staff
- Children and families who use the Service
- Australian Children's Education and Care Quality Authority (ACECQA)
- Network of Community Activities OOSH
- Hawkesbury Educational Leaders' Forum

Conditions of Employment

- 28-35 hours per week negotiable
- The rostered hours will vary according to Service needs, including split shifts Monday - Friday between 6.45am and 6.30pm.
Morning shifts are from 6.45am – 9am and afternoon shifts from 2.15pm – 5.30 /6.30 pm.
The Educational Leader will work the majority of these shifts, but will also have non face-to-face office hours.
- Rates of pay will be per Children's Services Award 2010, according to qualifications, and above award conditions according to NRCC's conditions of employment
- Clearance of Working with Children Check and Police Check

Essential Selection Criteria

- Diploma or Cert 4 in OOSH or equivalent qualifications, or working towards with an expected completion date no more than 6 months from starting date.
- Current First Aid Certificate including Asthma and Anaphylaxis training
- Current Child Protection Training
- Current Working With Children Check
- Comprehensive working knowledge of National Quality Standards, National Quality Framework, and My Time Our Place and the cycle of planning
- Extensive experience in working with primary school aged children
- Extensive educational programming and planning experience
- Creativity and ability to extend on children's learning through innovative activities
- Good communication skills and the ability to build rapport with children, co-workers, families and community
- Good computer skills
- Positive, fun-loving, patient, kind, compassionate and supportive attitude and demeanor
- Physical and mental ability to complete all tasks required in the position
- Commitment to ongoing professional development
- Reliability and availability and some flexibility regarding shifts

Desirable Selection Criteria

- Experience in educational leadership

Statement of Duties

Educational Leadership

- Cycle of planning: plan, evaluate and facilitate programming in consultation with other staff & children
- Provide opportunities for reflective practice with Educators on a regular basis
- Lead and be part of reflective practice discussions about practice and implementing the learning framework
- Mentor Educators through quality practice and improvement as per self- assessment and Quality Improvement Plan
- Discuss routines and reflect on how to create more effective learning experiences

- Observe children and education interaction, and making suggestions on how to improve and extend on interactions and intentional teaching
- Consider how the program can be linked to the community by working with other community services, including Aboriginal Elders.
- Support the Coordinator to develop and maintain the Strategic Inclusion Plan for supporting children with additional needs

General

- Facilitate a wide variety of indoor and outdoor activities (such as art, craft, sport, music, cooking, gardening, safety and more), appropriate for the age and needs of children using the service, including children with additional needs.
- Supervising children at all times, ensuring their well-being and safety, including collecting them from and/or delivering them to school (walking) in a group
- Contribute to the planning and evaluation of programs
- Develop and maintain good relationships with parents and children
- Communicate with parents about their child/ren's day to day activities as required
- Contribute to maintaining a safe and stimulating environment for children, including children with additional needs.
- To be aware of children's additional needs, allergies, parents' requests (such as cultural values, behaviour management or other), and implement agreed upon strategies
- Actively participate in maintaining the centre as a clean and safe space, which includes setting up, packing down and cleaning resources, and keeping the spaces clean.
- Report any safety, behaviour or other concerns to the Coordinator, discuss any issues or concerns regarding children or programs with the Coordinator and implement agreed upon strategies.
- Treat all children, staff and community members with respect, regardless of their race, religion, cultural background, family situation, language or differing abilities
- Maintain appropriate records, for example messages, incidents, reports, as directed by the Fun Factory Coordinator
- Assist with taking bookings and enrolments

General

- Uphold the professional and ethical standards of NRCC by abiding by the Code of Conduct
- Read, understand and abide by NRCC's policies and procedures
- Be willing to participate in ongoing professional development
- Work as part of a team – be supportive, reliable, committed, positive and have a good work ethic
- Participate in team meetings, planning meetings, staff appraisals and fund-raising events as required
- Any other tasks as consistent with the role and approved or directed by the Coordinator

Agreement

In signing this document, I signify my acceptance of the conditions and duties outlined in this Position Description.

Name: _____

Signature: _____ Date: _____

Signed on behalf of North Richmond Community Centre Inc. by the Manager:

Name: _____

Signature: _____ Date: _____