

Childrens Services



Position Description	
Position Title	Assistant Educator Out-of-School Hours Care
Program Location	
Reports To	Director Out-of-School Hours Care
Direct Reports	Nil
Award	Children Services Award
Classification	Children's Services Award Employee Level 1/2
Community Services #1 Capability Level	Level 1/2
Objective	The primary purpose of the position is for unqualified employees to increase skills and experience while assisting with the provision of a high quality Out-of-School Hours Care Service.
Key Accountabilities and Capabilities	<p>Learn to create engaging and inclusive activities for children and provide children a variety of experiences, which will extend, excite and stimulate them.</p> <p>Learn to assist the team leader and educators with setting up and running age-appropriate experiences and activities</p> <p>Learn to engage and supervise children while developing appropriate and professional relationships with children and their families.</p> <p>Maintain accurate client information records, whilst adhering to ethical privacy and confidentiality principles.</p> <p>Perform other duties as directed, commensurate with the skills and expectations of the role</p>

Selection Criteria	
Required Qualifications, Skills and Experience	<p>Capacity to work productively in a team environment, contributing to an empowering, inclusive and safe environment.</p> <p>Demonstrated ability to apply well-developed communication skills.</p> <p>Demonstrated ability to take direction and feedback from senior colleagues.</p> <p>Capacity to develop an understanding of National Quality Standard, particularly the My Time, Our Place framework.</p>

Additional Requirements	A.C.T. Working With Vulnerable People Card Working towards an education and care qualification, as approved by ACECQA (desirable) Current First Aid Certificate (desirable)
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Acceptance	
I understand and accept the duties and responsibilities as outlined in this position description.	Employee: Date: