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| POSITION TITLE: | OOSH Assistant | CLASSIFICATION: | Casual <input type="checkbox"/> Part time <input type="checkbox"/> Full Time <input type="checkbox"/> |
| SERVICE / FACILITY: | St Nicholas OOSH | LOCATION: | St Nicholas OOSH |
| DIRECT REPORTS: | OOSH Nominated Supervisor | | |
| RELATIONSHIPS: | <ul style="list-style-type: none"> • OOSH General Operations; • OOSH Nominated Supervisor; • Educators/Education Leader; • Children and Parents | | |

OVERALL POSITION OBJECTIVE:

As an OOSH Assistant, you are expected to be an active member of a team which provides high quality childhood education and care to children.

This includes:

- Developing strong relationships with children at St Nicholas;
- Developing strong relationships that support and partner with families;
- Implementing the policies and associated procedures of St Nicholas at all times; and
- Working with other staff towards continuous improvement in all areas of St Nicholas.

ORGANISATIONAL ENVIRONMENT:

The Catholic Diocese of Maitland – Newcastle, led by Bishop William Wright, provides pastoral, social welfare and educational services for the community in the Newcastle, Lake Macquarie, Hunter and Manning.

St Nicholas OOSH centres are supported by the Early Education and OOSH teams at the Catholic Diocese of Maitland-Newcastle. Our organisation prides itself on core values of care and compassion, and offer assurance of quality management and practices throughout our centres.

We aim to provide an environment that recognises the value of family and developing secure, respectful and reciprocal relationships.

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| ESSENTIAL QUALIFICATIONS: | NA |
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COMPETENCIES, SKILLS & EXPERIENCE REQUIRED:

Essential

- Current First Aid Certificate, Anaphylaxis and Asthma Management training;
- Working with Children Check verification number;
- Computer literacy in order to document examples of learning stories.

Desirable

- Child protection qualification;
- An approved Certificate III or Certificate IV in School Age Education level qualification for the purposes of the education and care services, national law and regulations;
- Experience in an OOSH service;
- Experience in sport directional coaching;

- The ability to engage with children through playing a musical instrument;
- Knowledge and practice of a second language;
- The ability to incorporate relaxing / meditation or yoga techniques in an early education setting.

KEY ACCOUNTABILITIES

KEY PERFORMANCE AREA: General Responsibilities

Key Tasks:

- To demonstrate and work in accordance with the requirements of the Children (Education and Care Services National Law Application) Bill 2010, Education and Care Services National Regulations and the National Quality Standard for Early Education and Care;
- Working in accordance with the Code of Ethics of the Early Childhood Australia;
- Implementing St Nicholas' philosophy in undertaking all other duties;
- Working in accordance with the policies and associated procedures of St Nicholas; and
- Provide ongoing support and assistance to other staff in all areas of St Nicholas OOSH.

KEY PERFORMANCE AREA: Educational Program & Practice

Key Tasks:

- Ensure implementation of the St Nicholas statement of philosophy and that it guides the pedagogy and teaching decisions;
- Contribute as requested to the development of programs which reflect the My Time Our Place Framework for School Aged Children (MTOP);
- Ensure curriculum decision making contributes to each child's learning and assist children to enhance their connection with community, wellbeing, confidence as learners and effectiveness as communicators;
- Help children develop the outcomes of the MTOP:
 - ✓ A strong sense of their identity;
 - ✓ Connections with their world;
 - ✓ Strong sense of wellbeing;
 - ✓ Confidence and involvement in their learning; and
 - ✓ Effective communication skills.
- Assist with the implementation of a play based learning environment responsive to children's interest, strengths and abilities;
- Contribute to the planning, implementation, evaluation and reflection of programs which reflect the emerging skills and interests of children;
- Assist with the implementation of daily routines and use routine times as opportunities for learning;
- Under direction of the Nominated Supervisor, contribute to the planning of children's learning and the documentation of this so as to make their learning visible;
- Under direction of Nominated Supervisor, maintain ongoing records of the child's development and records of children's assessments against learning outcomes;
- Engage in critical reflection and evaluation of children's learning and this is used as a primary source of future planning;
- Consider that programming reflects the values and philosophy of St Nicholas, cultural backgrounds and beliefs of families and demonstrates equity and respect for individuals;
- Interactions with children are consistent with teachers' agreed behaviour management techniques;
- Demonstrate an understanding of the MTOP and how it forms the basis of curriculum development.



Performance Indicators:

- Examples of input to the program
- Reference to the MTOP in their program outcomes
- Interactions with children are meaningful and guided by child's interest
- Actively participates in all facets of routine
- Examples of records of children's assessments and outcomes
- Provides positive guidance for behavior management

KEY PERFORMANCE AREA: Children's Health and Safety**Key Tasks:**

- Ensure each child's health needs are supported;
- Ensure that children are safe and adequately supervised at all times;
- Take responsibility to ensure a potential supervision risk is reported to other educators or Nominated Supervisor;
- Take responsibility for the protection and rights of children attending St Nicholas;
- Ensure that the environment is safe, supportive, stimulating and educational for children;
- Respond positively and consistently to children's additional needs/requirements – diet/allergies, developmental etc;
- Ensure a high standard of hygiene is maintained in compliance with procedures and policies;
- Administer first aid and medication in compliance with procedures and policies;
- Ensure accurate and detailed records of injury/accident/trauma and medication forms are kept;
- Support children's individual wellbeing and comfort in sleep, rest and relaxation;
- Inform team leader promptly and take appropriate action for sick or injured children;
- Use required documentation for medication, injury/incident and hazard reporting;
- Inform room leader promptly and take appropriate action for any safety risk and/or hazards to children;
- Participate in and maintain documentation of daily cleaning and hygiene duties;
- Follow hygiene policies for food handling;
- Practice and adhere to St Nicholas WHS procedures;
- Assist to ensure the St Nicholas' Child Protection policy is implemented:
 - ✓ Inform the Nominated Supervisor of any allegations or convictions of a child protection nature against any other employees, of which you become aware; and
 - ✓ Ensure compliance as a mandated reporter which requires reporting to Community Services, where there is reasonable grounds to suspect that a child is at risk of significant harm.

Performance Indicators:

- Is aware of supervision expectations and advises other educators if they need to leave a supervision area at any time
- Uses initiative to address area that need cleaning up and uses appropriate hygiene procedures to do so.
- Examples of first aid/medication and accident completed documents
- Communicates with other educators to inform of any child related issue or hazards to children
- Documents and communicates any child welfare concerns to Nominated Supervisor and educators – maintaining discretion and confidentiality

KEY PERFORMANCE AREA: Physical Environment**Key Tasks:**

- Contribute to the development of an environment for children which fosters curiosity, exploration and problem solving;
- Maintain respect for the learning environments, both indoors and outdoors;
- Maintain supplies and equipment levels for the room or centre in accordance with St Nicholas policies;
- Assist to maintain the aesthetics of the environment along with the children;
- Maintain a clean and safe work environment;
- Report all workplace accidents and hazards to the Nominated Supervisor; implement immediate action for identified hazards if able to do so;



- Conduct daily and monthly workplace inspections and risk assessments and as per schedule provided. E.g. – opening / closing checklist, toys and equipment cleaning checklist, safe building checks etc.;
- Assist St Nicholas to ensure environmental sustainability practices are embedded in all areas of the program;
- Support children to become environmentally responsible and show respect for the environment;
- Assume an equal share of cleaning duties;
- Carry out duties preparing, and maintaining both indoors and outdoors environments;
- Completes appropriate documentation in accordance to procedures and policies for both indoor and outdoor environments;
- Uses resources, including paper, energy, fuel and water as efficiently as possible.

Performance Indicators:

- Evidence of planning for, setting up and evaluating both indoor and outdoor play environments
- Reports ALL accidents and hazards to Nominated Supervisor
- Evidence of embedded sustainability practices within program
- Participates in required daily/weekly cleaning schedules
- Diligently prepares indoor and outdoor environments in a timely and efficient manner
- Correctly completes resource checklists and notifies Nominated Supervisor of resources required

KEY PERFORMANCE AREA: Staffing Arrangements

Key Tasks:

- Maintain educator-to-child ratios and qualifications at all times;
- Demonstrate the service code of conduct/code of ethics in all interactions and relationships at St Nicholas;
- Respect and support colleagues by developing positive and ethical channels of communication that are based on principles of mutual respect, equity and fairness;
- Be proactive in contributing to a supportive team environment;
- Maintain professional and ethical standards at all times when dealing with families, educators and the children;
- Practice staff confidentiality at all times;
- Share ideas and opinions with other staff members;
- Communicate effectively and respectfully, contribute equally and cooperate constructively with fellow staff;
- Participate in ongoing professional development and training programs.

Performance Indicators:

- Acknowledges and respects ALL staff members
- Examples of contribution to staff morale, extra curricula events and sharing of resources and ideas
- Listens to feedback and suggestions from other staff and deals with this in a constructive manner
- Regularly attends meetings and discusses room happenings

KEY PERFORMANCE AREA: Relationships with Children

Key Tasks:

- Ensure each child has a sense of belonging, being and becoming within St Nicholas;
- Maintain respectful, equitable and genuine relationships with all children are maintained at all times;
- View and respect children as competent and capable and engage in meaningful interactions through shared decision making with them;
- Support each child to manage their own behaviour and encourage this with positive behaviour guidance strategies;
- Respect children's similarities, differences, cultures and diversities;
- Ensure each child's dignity and the rights of each child are maintained at all times;
- Respond to the emotional, social and wellbeing needs of each child;
- Form positive, comforting and nurturing relationships with children;
- Assist in maintaining up to date records of the children within your group;
- Treat all children with respect and equality taking into account children's cultural diversity and needs;



- Use appropriate, verbal skill and behaviour management techniques with children;
- Provide guidance and supervision at activities.

Performance Indicators:

- Uses appropriate behaviour management techniques with children that have been implemented and discussed with other educators and families
- Meaningful interactions and verbal language with children are evident within indoor and outdoor environments
- Is responsive and sensitive to children's interests, strengths and abilities – viewing them holistically
- Views children as competent and capable
- Is a positive role model for all children – treating them with dignity and respect and speaks at the child's level and uses appropriate tone
- Provides encouragement and guidance during experiences – supporting development of a positive self-esteem and concept

KEY PERFORMANCE AREA: Collaborative Partnerships With Families and Communities

Key Tasks:

- Develop and maintain positive and respectful relationships with families;
- Ensure all families are supported and child rearing practices and beliefs are respected which contributes to joint partnerships being consistently implemented;
- With guidance from the Nominated Supervisor, engage positively in the orientation, enrolment and transition processes for families and children;
- Share information with families relating to their child and the daily activities of St Nicholas;
- Create a safe, supportive and informative environment for families;
- Act as a resource person for families;
- Maintain the confidentiality policy on children, families and educators at all times;
- Encourage families to contribute to the community of the centre;
- Be an advocate for high quality services for children in our community;
- With guidance from the Nominated Supervisor, families are supported to access inclusion support and assistance;
- Ensure students on placement are positively welcomed, supported and assisted;
- Seek parental input and work in collaboration with parents to plan and implement developmental needs and goals for children;
- Adhere to confidentiality policies.

Performance Indicators:

- Initiates and engages in open, honest, two-way communication with parents/families
- Acknowledges family members by name
- Evidence of information sharing with families
- Acknowledges and works collaboratively with families – goal implementation and information sought is included in the program
- Diligently passes on information from parents/families

KEY PERFORMANCE AREA: Leadership and Service Management

Key Tasks:

- Become familiar with St Nicholas' policies and procedures;
- Assist with administrative duties as requested;
- Ensure the Nominated Supervisor is informed of any problem arising, which would affect the children, service approval or rating, regulatory and legal compliance or the smooth running of St Nicholas;
- Advocate for children and their families;
- Assist in the implementation of St Nicholas OOSH *Quality Improvement Plan* as directed;
- Positively promote and market the centre to families and the community;
- Attend St Nicholas' meetings;

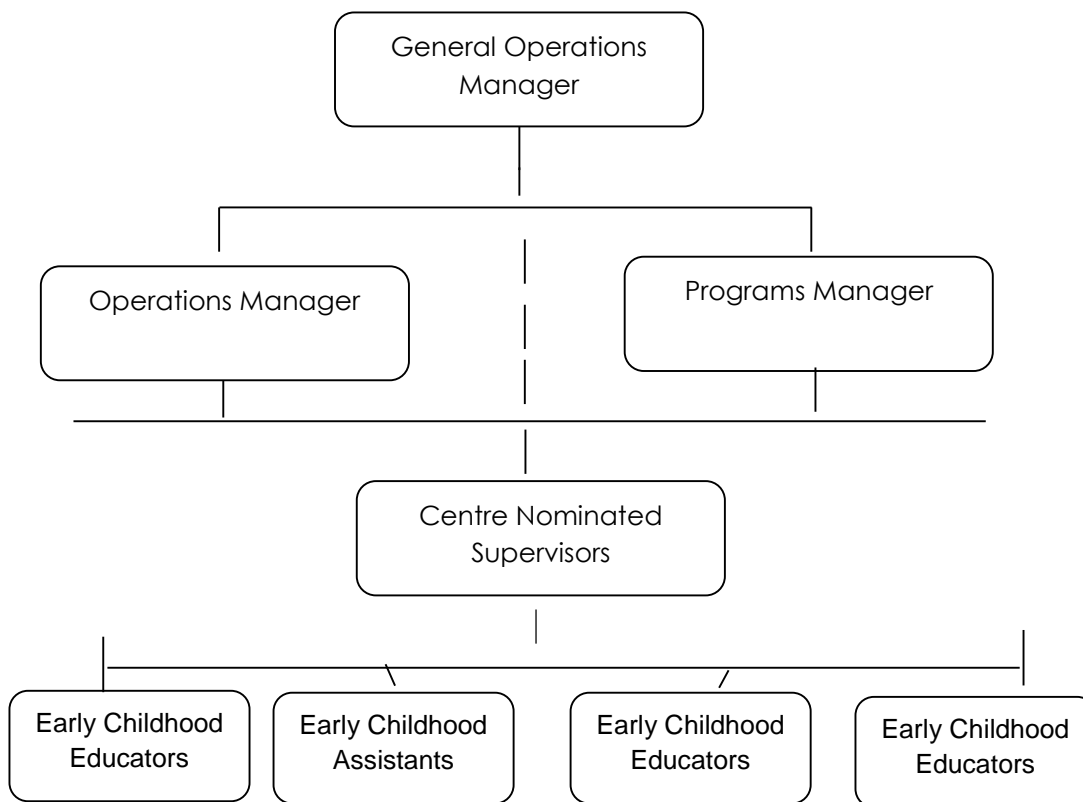


- Participate in policy review process;
- Demonstrate effective time management skills;
- Deal with conflict resolution in an appropriate and timely manner;
- Demonstrate effective and current knowledge of childcare regulations.

Performance Indicators:

- Demonstrates sound understanding of policies and procedures – is able to articulate and find specific information as a reference point
- Examples of monthly contributions to QIP
- Regularly and actively participates in staff meetings – contributing thoughts and ideas and engaging in productive conversations
- Seeks clarification of information and advice from Nominated Supervisor when dealing with difficult situations
- Takes appropriate actions if policies and procedures are not being followed

ORGANISATIONAL CHART FOR THIS POSITION



EMPLOYMENT CONDITIONS:

Performance Management:

Performance agreement bi-annually with appraisal and reviews.

Reward & Recognition:

Educational and development opportunities negotiated bi-annually as per performance appraisal.

OTHER RELEVANT INFORMATION:

Occupants must:

- Abide by the laws of the Commonwealth of Australia and NSW and the policies of the Diocese;
- Any criminal or civil action taken against the occupant must be reported immediately to the



Vice Chancellor - Administration;

- Undertake a National Police check, hold a current Working with Children Check, complete a health declaration, and have the right to work in Australia;
- Take reasonable action to familiarise himself/herself with St Nicholas's policies and procedures;
- Not take advantage of their role in the Diocese for personal gain;
- Take responsibility for their personal safety and the wellbeing of other employees, clients, contractors and other visitors to the Diocese; and
- Be familiar with, and observe, Diocesan policy and procedures as covered in your induction.

SIGNATURES:

| OCCUPANT SIGNATURE: | OCCUPANT NAME: | DATE: |
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| PD Last Reviewed August 2019 | | Next Review is due on August 2020 |

