



The Springfield Anglican College

Position Description: ABCC Educator (including Early Years)

Student Protection

Anglican schools support the rights of children and young people and are committed to ensure the safety, welfare, and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

1. Position Details

Position Title:	ABCC Outside School Hours Care Educator (including Early Years)
Location:	Primary Campus
Status:	Casual
Classification:	Children's Services Award 2010
Reports to:	Head of Primary through the Director of Outside School Hours Care (ABCC)
Last Reviewed:	August 2023

2. Essential Qualifications

Academic Qualifications:	Diploma or Certificate III in Education and Care or Early Childhood Education and Care <i>or</i> Other relevant ACECQA approved qualification in QLD
Registration Requirements:	Nil
Working with Children Blue Card:	A Queensland Working with Children Blue Card is a mandatory requirement for this role
Experience:	Experience as an OSHC Educator in a school context
Other:	Current First Aid, CPR, Anaphylaxis Management and Asthma Management certificates (HLTAID012) - <i>essential</i>

3. Position Purpose

Responsible to the Head of Primary through the Director of ABCC, the ABCC Educator contributes to the College's vision and goals by providing efficient and effective delivery of support and assistance to the Director and Assistant Director in the daily running of the Outside School Hours Care program.

The ABCC Educator nurtures self-esteem encourages self-reflection and develops compassion, respect, and tolerance in children so that they may build their lives in a school environment that values education within a sustaining Christian community.



4. College Expectations

Staff at The Springfield Anglican College will be:

- Supportive of the Aims and Philosophy of the College
- Supportive of the Anglican values and ethos of the College
- Focused on the needs of the College's students
- Maintainers of the confidentiality of the team
- Facilitators of positive and productive College relationships
- Focused on participating in developing a culture of excellence

5. Domains of Professional Responsibility

The ABCC Educator is responsible for meeting the following responsibilities as required.

Student Protection - Commitment to the Protecting Children and Young People in Anglican Education Policy, Guidelines and Procedures and Child and Youth Risk Management Strategy:

The College is committed to the safety and wellbeing of students enrolled at the school. In accordance with sections 171 and 172 of the Working with Children (Risk Management and Screening) Act 200 (Qld), the College is committed to eliminating and minimising risks to child safety through the Child and Youth Risk Management Strategy. The ABCC Educator will demonstrate a commitment to Child Protection, supports the rights of children and young people and are committed to ensuring the safety, welfare, and wellbeing of students. The ABCC Educator will model and encourage behaviour that upholds the dignity and protection of students from harm.

Commitment to the College Vision and Goals

The ABCC Educator demonstrates a commitment to the College aims and philosophy in holistic education and supports the College's worship and value-based approaches. The ABCC Educator will embrace change and actively build positive and productive relationships with children and their families.

Aims of ABCC and Early Years ABCC

- provide caring, trusting relationships with the children in their care, allowing the children to feel secure and happy.
- encourage children to value and respect each other's opinions and differences, while promoting the development of positive self-esteem.
- respect the rights and opinions of families and the community, encourage family participation, and adopt a broad interest in the diversity of the community.
- create a learning environment that will encourage the children to interact, take roles, and develop relationships with others through all kinds of play.
- focus on the importance of childhood by developing their social, physical, cognitive, and emotional skills through play-based activities, exploring nature, and working collaboratively with peers and educators.
- provide an environment that will accept and support diverse cultures and family groupings.



Ensure a safe environment is provided for children

Contribute to the outside school hours care environment by ensuring proper Workplace Health and Safety Practices are adhered to.

- Ensure the appropriate supervision of children at all times – inside and outside of school buildings.
- Check all equipment and the environment regularly to ensure it is safe for use by children and provide informative feedback to the Nominated Supervisor on the safety of the equipment and environment.
- Maintain discipline in accordance with the College Code of Conduct.
- Report any behavioural problems, incidents or illnesses to the Nominated Supervisor and complete a written report when required under the service's policies and in accordance with regulations.
- Assist with securing the premises at the end of the daily program.

Perform general duties associated with the operation of the facility

Perform duties associated with service and cleaning/maintenance of all areas of the facility internal and external and to complete all form work as directed by the Nominated Supervisor.

- Greet families and communicate with children as well as their parents to enhance well established partnerships between families and the service, and to develop new partnerships with future families in a highly professional manner.
- Assist with the preparation and clean-up of activities.
- Oversee registration of children on arrival and departure from the facility.
- Administer first aid to children
- Perform general duties associated with the operation of the service.

Assist in the development, implementation, and evaluation of daily programming

Develop, implement, and evaluate appropriate daily programs and routines for children in your care ensuring an effective learning and social environment. Engage in meaningful dialogue with children to effectively understand their needs to assist you in preparation for the daily program.

- Actively participate in the planning and evaluation of the program.
- Supervise, assist, and encourage activities with children, providing learning opportunities for them as appropriate in an OSHC environment.
- Check all equipment necessary for activities are fit for use.
- Be actively involved in rule-setting procedures.
- Attend all scheduled staff meetings and participate in staff meetings.
- Attend in-service training and meetings where possible.

Ensure the ABCC policies are adhered to

Adhere to ABCC policies and procedures for the effective and efficient operation of the facility according to National Quality Frameworks including the service's policy and procedure documents.

- Become aware of all set policies for the facility.
- Be involved in the development and implementation of new policies.
- Develop an understanding of the ethos and structure of the College.



Duty of Care

The ABCC Educator contributes to the College's duty of care for both staff and students by adhering to all requirements relating to the development of an environment which is free from the risk of injury, harm and/or disease as required by the Workplace Health and Safety and Child Protection Acts and relevant College policies and practices. The ABCC Educator consults with other stakeholders to report and mitigate potential risks to staff and students.

All employees recognise and accept that multi-skilling is an essential component of employment with The Springfield Anglican College and that they may be required to undertake duties that are outside their normal position description but within their skills, competency, and capability.

6. Selection Criteria/Competencies

The ideal candidate will possess the following competencies, skills, qualifications, and experience:

- Experience in an outside school hours care role in a school environment
- Possess a current Queensland Working with Children Paid Blue Card (mandatory)
- Certificate III or Diploma in Education and Care / Early Childhood Education and Care or an equivalent Early Childhood qualification or other relevant ACECQA approved qualification in QLD
- Current First Aid, CPR, Anaphylaxis Management and Asthma Management certificates (HLTAID012)
- Positive attitude and a willingness to work with children
- Willingness to exemplify and promote positive Education Support practices
- Demonstrated willingness to support the Christian Ethos of the College
- Genuine interest in families and students
- Demonstrated sound personal qualities of tact, confidentiality, and reliability
- Ability to work with others both individually and as a member of a team
- Efficient organisational and support practices
- The ability to multi-task and to meet time deadlines
- The ability to remain calm when dealing with difficult children situations
- Speak positively to children and encourage them in their learning and social development
- Basic understanding of occupational health and safety, equal employment opportunity and anti-discriminatory practices and behaviour as applied in a work environment
- Model a positive attitude to learning
- Flexible approach to daily routine



STATEMENT OF COMMITMENT

The following **statement of commitment to the safety and wellbeing of children and the protection of children from harm**, seeks to provide a foundation to reflect, encourage and support a child safe culture. The Statement is required to be implemented by all persons within The Springfield Anglican College, The Tiny Tartan Kindergarten and ABCC and Early Years ABCC.

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- *Every child: made in the image and likeness of God.*
- *Every child: loveable and loved, unique and unrepeatable.*
- *Outstanding education for the flourishing of people and the good of community.*

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- *place emphasis on genuine engagement with children and young people;*
- *create conditions that reduce the likelihood of harm to children and young people;*
- *create conditions that increase the likelihood of identifying harm where it exists; and*
- *respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.*

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

Source: Working with Children in Anglican Education Policy v1.0 (2020)

Steven Morris
Principal