



Courage in Wisdom | Hope in Love

Job Description

Title:	Childcare Educator - Certificate IV in OSHC
Reports to:	Director of Childcare
EBA/Award:	South Coast Baptist College Operational Staff Agreement 2024
Employment Type:	Casual or Permanent

Position Summary

South Coast Baptist College is seeking a dedicated and qualified Certificate IV in OSHC Childcare Educator to join our vibrant childcare centre. In this role, you will provide education and care for children, adhering to our Christian values and the National Quality Framework. You will support the Senior Educator, Teachers, and Curriculum Leaders in delivering high-quality educational programs and creating a nurturing environment for children and families.

Job Description

As a Certificate IV in OSHC Qualified Childcare Educator at South Coast Baptist College, you will:

- Ensure a safe environment for children, families, and team members.
- Comply with National Quality Standards (NQS) and Childcare Policies and Procedures.
- Assist in delivering high-quality education programs and practices.
- Develop and maintain positive relationships with children and their families.
- Contribute to a culture of reflective practice and ongoing improvement.
- Foster a professional and positive work culture.
- Provide inclusive support, act as a positive role model, supervise children, and communicate openly and honestly with children.
- Encourage family involvement, maintain confidentiality, and support communication with families.
- Follow directions from Room Curriculum Leaders, support colleagues, and participate in professional development activities.
- Help plan, implement, and evaluate programs, and maintain indoor and outdoor environments.
- Ensure effective service operations, attend staff meetings, maintain routines, and adhere to housekeeping practices.

In relation to Children the Certificate IV in OSHC Qualified you will;

- Respect and provide support and inclusion for all children, regardless of gender, cultural background or socio-economic status.
- Act as a positive role model, demonstrating appropriate behaviour and language.
- Provide adequate supervision for the children, and work towards supporting colleagues in achieving the same.
- Be a passionate educator and strive to achieve 'Service' goals (as outlined in Policy Manual) and ensure our 'Service' philosophy is reflected in daily practice.
- Assist in the collection, recording and evaluation of children's records and observations, as required by Department of Education and Communities and National Quality Standard.
- Communicate with the children in an open, honest manner and ensure that the child's perspective is regarded as unique and special.
- Be familiar with the Early Years Learning Framework and utilise to inspire independent learners.



In relation to Families the Certificate IV in OSHC Qualified you will;

- Refer families to communicate feelings about their child's time spent at the service to the Room Curriculum Leader.
- Look for opportunities within the Service where a family may become involved e.g. Multicultural events, craft activities, fund-raising and parent committees.
- Respect the confidentiality of all information about a child; any concerns should firstly be discussed with the Leadership Team.
- Be familiar with all families; greet all families on a personal basis. This will ensure mutual trust and open communication.
- Assist colleagues in completing the Daily Diary ensuring that this valuable communication tool is being fully utilised.
- Be aware of each child and their needs. In relation to a child's medication requirements, ensure that you have reported to the Room Curriculum Leader and colleagues for verification and ensure that it can only be administered by a staff member with a current senior first-aid certificate and must be witnessed by another staff member. All relevant record keeping must be maintained.
- Be aware of the children's medication requirements, reporting these to the Room Curriculum Leader or colleagues who hold a current First Aid Certificate so administering can be witnessed.
- Ensure that all information regarding a child in your care is confidential.

Selection Criteria

Qualifications & Experience:

- Approved ACECQA Certificate IV in OSHC Qualified or equivalent.
- Current First Aid Qualification in accordance with ACECQA guidelines.
- Child protection qualification approved by ECRU.
- Experience in an approved education and care service.
- Knowledge of the National Quality Standards and the Early Years Learning Framework/Framework for School Age Care.
- Experience in curriculum development and documenting children's learning and development.

Skills & Attributes:

- Developed leadership skills and knowledge of the Reggio Emilia Approach.
- Proficient computer skills, including MS Office applications.
- Strong interpersonal skills to relate well with children and parents.
- Ability to exercise sound judgment and work with minimal supervision.
- Knowledge of the inclusion support process.
- Understanding of statutory regulations and the Quality Improvement and Accreditation System (QIAS).

Clearances/Certificates/Licenses:

- ACECQA approved Certificate IV in OSHC Qualified in Early Childhood Education and Care or equivalent.
- Current Working With Children Card.
- HLTAID012 Provide First Aid in an education and care setting.
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General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To attend Church on a regular basis and model Christian beliefs, behaviour and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Working With Children Card.
- Contribute to a safe and healthy workplace by:
 - Following OH&S instructions and policies.
 - Reporting accidents and hazards.
 - Generally caring for own safety and that of others, including volunteers, students, and parents.
 - First Aid certificate.

Other Matters

Relevant Standards and Elements:

QUALITY AREA 1: EDUCATIONAL PROGRAM AND PRACTICE

1.1	Program	The educational program enhances each child's learning and development.
1.2	Practice	Educators facilitate and extend each child's learning and development.
1.3	Assessment and planning	Educators and co-ordinators take a planned and reflective approach to implementing the program for each child.

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

2.1	Health	Each child's health and physical activity is supported and promoted.
2.2	Safety	Each child is protected.

QUALITY AREA 3: PHYSICAL ENVIRONMENT

3.1	Design	The design of the facilities is appropriate for the operation of a service.
3.2	Use	The service environment is inclusive, promotes competence and supports exploration and play-based learning.



QUALITY AREA 4: STAFFING ARRANGEMENTS

4.1	Staffing Arrangements	Staffing arrangements enhance children's learning and development.
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.

QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN

5.1	Relationships between educators and Children	Respectful and equitable relationships are maintained with each child.
5.2	Relationships between children	Each child is supported to build and maintain sensitive and responsive relationships.

QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES

6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP

7.1	Governance	Governance supports the operation of a quality service.
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.

Note: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the college in consultation with this role.

Position Held By:	
Signed:	



**SOUTH COAST
BAPTIST COLLEGE**
Thy Kingdom Come

Date:	
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