



## Position Description

Position	Child Care Worker Level 4 – Junior School After School Care and Holiday Program
Reports to	Out of School Hours Care Manager
Type	Part-time; 1.30pm – 6.00pm, Monday to Friday during student term time, and 8 hours per day Monday to Friday with a half hour for lunch during the School holiday periods
Classification	Child Care Worker Level 4; Independent Schools ACT (Support and Operational Staff) Multi-Enterprise Agreement 2017
Last updated	November 2021

### The Role

As a Level 4 Child Care Worker, you will assist and support the Out of School Hours Care Manager in managing the day-to-day operations of the Centre, and will work collaboratively to ensure a program of the highest quality is maintained.

### Duties

*It is the nature of the work at Canberra Girls Grammar School that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in the position description.*

#### 1. Educational program and practice

- Assist with the planning, implementation and evaluation of the educational program in accordance with the Service's philosophy and the "My Time Our Place" framework, and in collaboration with other staff.
- Assist with keeping complete and accurate records of each child's learning and development.
- Assist in the development and implementation of the Centre's Quality improvement plan.

#### 2. Children's health and safety

- Consult with the Manager of the Service regarding the physical, social, emotional and intellectual needs of each child.
- Inform and consult with the Manager any concerns regarding the welfare and wellbeing of children in their care.
- As appropriate, assist children to resolve problems.

#### 3. Physical environment

- Assist educators in the development of an environment for children that fosters exploration and problem solving.
- Participate in setting up resources as per the program.
- Assist educators in maintaining the aesthetics of the environment.
- Ensure a high standard of hygiene is maintained, and the centre is kept clean and tidy.
- Share responsibilities for the safety, cleanliness and tidiness of the centre environment and equipment – both indoor and outdoor.

#### 4. Staffing arrangements

- Ensure at all times adherence to the required adult:child ratios.
- Participate in ongoing professional development programs.
- Attend and contribute to staff meetings as required.

- Act as a qualified educator on the floor, with responsibility for a group of children in the age range 5 - 12 years.
  - Supervise and support junior staff members as required.
  - Assist in ELC ASC or Holiday Program as required.
- 5. Relationships with children**
- Ensure each child has a sense of being, becoming and belonging within the service.
  - Maintain respectful, equitable and genuine relationships with all children at all times.
  - View and respect children as being competent, and engage them in meaningful interactions through shared decision making with them.
  - Role model positive interactions and behaviour guidance strategies.
  - Respect children's similarities, differences, cultures and diversities.
- 6. Collaborative partnerships with families and communities**
- Develop and maintain positive and respectful relationships with families.
  - Be an advocate for high quality services for children in our community.
  - Ensure any students on placement are positively welcomed, supported and assisted.
  - Demonstrate at all times active support of the School's aims, objectives, policies and rules.
  - Communicate with, and establish, effective and cooperative working relationships with staff throughout the School.
  - Establish and maintain effective communication with and between families and other staff in the Junior School as required.
- 7. Leadership and service management**
- Keep up to date with current development in the Early Childhood Education and Care sector, and engage in regular professional development opportunities.
  - Contribute to policy formation and the centre's Quality Improvement Plan.
  - Maintain confidentiality on all information about the children and their families.
  - Perform all duties in a responsible manner in relation to duty of care.
- 8. Administration**
- Demonstrate knowledge of, and compliance with, licensing requirements and the School and Service's policies, procedures and expectations.
  - Support the Manager as required with administrative duties.
  - Complete safety checklists on arrival and report any concerns to the Manager.
  - Any other administration tasks as required by the Manager.

## Essential Skills/Experience

- Diploma of Early Childhood Education and Care or equivalent as per the ACECQA Approved Qualifications List for 1<sup>st</sup> Qualified Educator.
- First Aid Certificate (or willingness to obtain).
- Current ACT Working with Vulnerable People card.
- Thorough understanding of the My Time, Our Place Framework for School Age Care.
- Knowledge and experience working with the Early Childhood Education and Care (ECEC) sector (ideally 2+ years' experience in an Out of School Hours Care service).