



## ESPERANCE OUTSIDE OF SCHOOL HOURS (EOSHC)

### JOB DESCRIPTION

**Position:** Educational Leader/Coordinator

**Contact:** Jo Aberle (Escare CEO) or Natalie Symonds (Team Leader) - 90713110

#### 1. Key Responsibility

To be responsible for the effective daily operations of the service in accordance with Centre policies and procedures in line with Education Care and Regulatory Unit (ECRU) and ACECQA. More detail with regard to these regulations will be provided upon interview.

#### 2. Duties

##### Educational Leader

- Be responsible for the development, implementation and reflection of a program based on service values and philosophy in collaboration with the EOSHC nominated supervisor, educators and management
- Inspire and mentor educators regarding the implementation of service program to ensure compliance of the National Quality Framework (NQF), National Law and National Regulations, National Quality Standards and approved learning framework My Time Our Place (MTOPL)
- Build and maintain positive relationships with children, families, educators and staff to deliver best outcomes for families and children.
- Ensure effective processes are followed to meet Workplace Safety requirements
- Promote the cultural safety, participation and empowerment of culturally and/or linguistically diverse backgrounds, including Aboriginal and Torres Strait islander children to express their culture and enjoy their cultural rights.
- Understand and embed the centre's Narragunnawali RAP and respectfully include Aboriginal and Torres Strait Islander perspectives within the learning environment.

##### Team

- To work within Escare team to support existing staff and assist with the selection and orientation of new team members.
- Provide mentorship and supervision to lead, guide and support educators to create a safe, supportive, stimulating and educational environment for all children.
- Promote a healthy team environment and develop positive channels of communication to foster a cohesive team environment where educators feel supported and valued.

- Support educators to embed Aboriginal and Torres Strait Islander perspectives via the centre's Narragunnawali RAP.
- To assist the Escare Team Leader in implementing staff appraisals, staff training and development.
- To attend appropriate training as deemed suitable and/or necessary by the leadership and the Board.

#### Administration

- Provide support with enrolment processes in collaboration with Escare Administration.
- Maintain centre records including policies and procedures, children's files and centre checklists with support of Nominated Supervisor, staff and Escare Administration.
- Organise the weekly menu in accordance with Nutrition and Food Safety Policy, oversee shopping or delegate accordingly.
- To work within a budget and ensure that all monies spent for the daily running of the Centre is accounted for with a receipt.
- Maintain the premises including structural, equipment and resources and to advise the Escare Team Leader of any damaged or faulty equipment requiring repair or replacement.
- Provide ideas for the promotion of EOSHC within the community, in conjunction with the Team Leader.
- To work in accordance with the conditions of employment and job descriptions as provided by the management committee when initially employed.