



Role Overview

Role Title: Educator	Department: OOSH
Employment type: Casual	
Role Reports to: OOSH & Outreach Coordinator	# of Direct Reports: 0
	# of Indirect Reports: 0
Primary Work Location: WAYS Youth & Family, 63a Wairoa Avenue, North Bondi, NSW, 2026	
PD Author: Rob Shone	PD Revision date: 4 October 2022

Role Purpose

The Educator will assist in the operate of a safe, fun and effective OOSH service for all children in attendance.

The Educator will develop and deliver after school care and vacation care programs to primary-school aged children. The role will include preparing activities and food, supervision, and actively engaging with children. The Educator will develop meaningful relationships with children, families and the community. The Educator will facilitate opportunities for children to engage in both planned and spontaneous play.

Major Accountabilities

- Ensure all children are directly supervised at all times
- Provide safe, fun, and effective care to children in line with WAYS Youth & Family, and the National Quality Framework (NQF) principles under the guidance of the OOSH & Outreach Manager
- Utilise behaviour guidance techniques in line with WAYS Youth & Family, and the NQF principles under the guidance of the OOSH & Outreach Manager
- Develop and foster relationships with the children and their parents which promotes good quality care, safety, respect and trust
- Respect the confidentiality and privacy of any and all information held within the service or shared with you either directly or indirectly regarding children, parents, and other staff
- Maintain a valid Employment Working with Children Check Card
- Respond to incidents within the service promptly and within WAYS Youth & Family and NQF guidelines, and notify the OOSH & Outreach Manager immediately
- Assist in the provision of afternoon tea to the children within the service
- Ensure safe food handling and hygiene practises at the service are upheld at all times
- Undertake other activities in the concern of safety and effective operations of the service at the request of the OOSH & Outreach Manager, as required

Working Relationships	Decision Making Authority
Internal <ul style="list-style-type: none"> • OOSH & Outreach Coordinator • OOSH Educators • Operations Manager External <ul style="list-style-type: none"> • Children, families, and the community 	<ul style="list-style-type: none"> • Decision making in accordance with WAYS Youth & Family delegation of authority policy.
Essential Experience	Critical Knowledge
<ul style="list-style-type: none"> • Working with primary school aged children • NSW Working with Children Check • Full NSW Driving License 	<ul style="list-style-type: none"> • Flexible and adaptable • Highly developed communication and interpersonal skills.