

OUTSIDE SCHOOL HOURS CARE EDUCATOR (DIPLOMA)

CLASSIFICATION: Band 4 (Diploma)

OCCUPANT: Vacant

DATE: June 2026

POSITION CONTEXT & OBJECTIVE(S):

To be responsible the efficient and effective delivery and programming functions of the Warrnambool City Councils Outside of School Hours Care Programs, including but not limited to After School Care and Vacation Care programs.

KEY RESPONSIBILITIES AND DUTIES:

1. **PLAN AND IMPLEMENT A QUALITY EDUCATIONAL PROGRAM**
(NQS Quality Area 1: Educational program and practice)
 - Contribute to the planning, implementation, assessment and review of a high quality and diverse educational program based on appropriate curriculum frameworks and with reference to the NQS, considering the developmental needs, interests and abilities of all the children attending the service.
 - Actively support every child to participate in the program and assist in ensuring that the program promotes children's agency, choices and influence.
 - Complete documentation of children's learning in accordance with the service philosophy and the learning outcomes (EYLF, VEYLDF).
 - Utilise a variety of teaching strategies including intentional teaching and reflective practice in daily work.
2. **PROMOTE THE HEALTH AND SAFETY OF ALL STAFF AND CHILDREN**
(NQS Quality Area 2: Children's health and safety; Quality Area 3: Physical environment)
 - Ensure staff and children utilise effective health and hygiene practices, including meeting all regulations relating to food safety and preparation, medical management plans, and risk management plans, policies and procedures.
 - Assist in the promotion of health, wellbeing and physical exercise in the service.
 - Ensure a safe and stimulating physical environment where all staff and children are protected from hazards or harm.
3. **BUILD POSITIVE RELATIONSHIPS WITH ALL STAKEHOLDERS**
(NQS Quality Area 4: Staffing arrangements; Quality Area 5: Relationships with children; Quality Area 6: Collaborative partnerships with families and communities)
 - Work cooperatively, ethically and respectfully with other educators, and support each other's professional development.
 - Develop and maintain respectful, supportive, collaborative and responsive relationships with children and their families.
 - Supervision of workplace students and volunteers.
 - Assist with an effective induction and orientation process for new families, children and staff, including workplace students and volunteers.
4. **CONTRIBUTE TO THE EFFECTIVE MANAGEMENT OF THE SERVICE**
(NQS Quality Area 7: Leadership and service management)
 - Ensure all practices are in accordance with the NQS and reflect the philosophy, policies and procedures of the service.
 - Attend professional development opportunities and meetings as appropriate or as directed by the director/coordinator.
 - Contribute to the continuous improvement of the service through reflective practice and as directed by the director/ coordinator and educational leader.
 - Ensure the completion of any collection of data, medical or other records required in a timely manner, and in accordance with the service's policies and procedures and the NQS.
5. **OCCUPATIONAL HEALTH AND SAFETY**
 - Identify, respond to, record and notify the Service Manager/Team Leader of any incidents involving staff and patrons, to reduce risk at the Centre or programs.
6. **CUSTOMER SERVICE**
 - Prompt friendly, knowledgeable and efficient responses to customer enquiries and take action as required to resolve complaints and where necessary notify the Service Manager/Team leader.

OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL

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- Assist customers with completing bookings, enrolments and other documents related to their use of programs. Liaise with hirers/user groups regarding their requirements of the stadium, set up/pack up equipment for users of the stadium as required.

KEY SELECTION CRITERIA:

All applicants are required to respond to the following bullet points in their application:

- A clear knowledge of children's developmental requirements with the ability to plan and implement programs.
- Knowledge of current trends with ability to supervise children and implement quality children programs and gain participation from children.
- Demonstrated communication skills and the ability to interact with children and parents.
- Skills in managing time, setting priorities and organising work.
- Knowledge and understanding of the "National Quality Framework early childhood education and care.
- Provide evidence of Diploma in Children's Services or other recognised Children's Services Regulations or equivalent with relevant previous experience in similar children centred facility.

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.

GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records):

☒ YES

The incumbent must have and maintain a Working with Children Check:

☒ YES

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Service Manager/Team Leader
Supervises:	Program Activity Volunteers & Work Experience Students.
Internal Contacts:	Cleaners, Contractors, Casual Staff
External Contacts:	Patrons, User groups, Hirers & Caterers

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- This position is accountable to the Service Manager/Team Leader and is responsible for effective and efficient programming and administration of OSHC programs conducted by the Warrnambool Stadium.
- The Outside School Hours Care Program Educator may be required to make immediate decisions when handling customer requests. Decisions about customer issues, as well as advice offered to other staff, must be based on a sound knowledge of the centre and its programs and procedures and must be reported to the Service Manager/Team Leader as required.
- All customer information must be maintained as strictly confidential.
- Understand and observe the Risk Management Policy and related procedures.

JUDGEMENT AND DECISION MAKING:

- The incumbent is required to demonstrate skills in researching and implementing information within an educational program.
- Guidance and advice is generally available as required
- The incumbent is required to make independent decisions and solve problems within the scope of the position.

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SPECIALIST KNOWLEDGE AND SKILLS:

- Demonstrated knowledge and experience with Outside School Hours Care regulatory requirements including the National Quality Framework.
- A clear knowledge of children's developmental requirements.
- How to plan and implement a program according to the individuals and groups requirements.
- Demonstrated knowledge and understanding of child care philosophy, policies and practices.
- Ability to co-ordinate quality children programs and activities.

MANAGEMENT SKILLS:

- Skills in managing time, setting priorities and organizing work.
- Skills in providing guidance, advice and assistance to others.
- Well-developed supervision skills.

INTERPERSONAL SKILLS:

- Well-developed written and verbal communication skills.
- Ability to work in a team environment and work autonomously as required.
- The ability to gain cooperation and assistance from users, members of the public and other employees in operating the programs.

QUALIFICATIONS AND EXPERIENCE:

- Diploma in Children's Services or other qualifications recognised by Children's Services Regulations 2009 or equivalent.
- A working knowledge of the Outside of School Hours Care services and the National Quality Framework.
- Experience in planning and implementing Outside School Hours Care Programs.
- Current Level 2 First Aid Certificate.
- Current Drivers licence.

TERMS AND CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the Warrnambool City Council Enterprise Agreement.

AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

Name:	
Signature:	
Date:	