Lutheran School Wagga Wagga

Title of Position:	**Child Educator and Care Worker**
Responsible to:	**Principal through the Business Manager**
Reporting to:	**Coordinator OSHC**

1. GENERAL ACCOUNTABILITIES

As an employee of Lutheran School Wagga Wagga, the Child Educator and Care Worker is required to:

1.1. Exhibit behavior through word and action that reflect the ethos and Christian foundations of the school.

1.2. Abide by the school's Professional Conduct Standards.

1.3. Be familiar with and follow school policies and procedures.

1.4. Establish and maintain positive relationships with colleagues, students and parents.

1.5. Ensure that behaviour towards, and relationships with, students reflect proper standards of care, and are not unlawful.

1.6. Carry out work responsibilities to the best of their ability and in a safe manner as outlined in the school's Workplace Health and Safety Policy.

1.7. Reflect on their work performance and seek further training or professional development opportunities to update knowledge and skills.

2. SPECIFIC ACCOUNTABILITIES

2.1. Role

The Child Educator and Care Worker is required to:

2.1.1. Positively interact with children, give each child individual attention and comfort as required.

2.1.2. Assist in the development and/or evaluation of the program provided by the service.

2.1.3. Assist in the observation and evaluation of the children's development.

2.1.4. Assist with the recording of children's development and assist in planning for the ongoing development of the child.

2.1.5. Assist with ensuring a safe, healthy and clean indoor and outdoor environment for children.

2.1.6. Supervise the activities of a group of children for short periods of time during the day.

2.1.7. Work with other staff members to ensure the smooth running of the service subject to the service policies and procedures.

2.1.8. Understand and work according to the service policies and procedures and recommend improvements to Supervisor as appropriate.

2.2 Duties

The Child Educator and Care Worker will:

2.2.1 Assist to implement daily routines.

2.2.2 Communicate with parents as instructed.

2.2.3 Attend to incidental cleaning and housekeeping associated with individual and group activities, experiences and routines.

2.2.4 Perform some administrative duties such as: signing for deliveries, checking the roll and recording activities.

2.2.5 Relieve the certified supervisor as required.

2.2.6 Other duties as required within the knowledge, skills and capabilities of the carer.

2.2.7 Other duties that may be required from time to time as appropriate to the role.

3. Qualification

3.1 Able to apply for and be granted a Supervisors Certificate under the Australian Children's Education and Care Quality Authority.

3.2 Hold and maintain First Aid Certificate (if not held when applying it must be obtained within 4 weeks of gaining employment) as well as undertake Asthma Awareness and Anaphylaxis training annually or as required.

3.3 Approved Child Protection training

3.4 Hold a Diploma of Early Childhood Education and Care or Certificate III in Children's Services, or a related qualification. A Bachelor's Degree in an appropriate discipline will be highly regarded but it not essential.

4. Hours

4.1 During term time 6:30am to 8:30am Monday to Friday and 2:15pm to 6:15pm Monday to Friday.

4.2 During school holidays and pupil free days a rotating daily shift of up to 7.6 hour will be required. This shift will include an opening or closing shift as directed.

November 2020