



THE HUTCHINS SCHOOL

# Position Description

## Child Care Assistant

<b>Department:</b>	Outside School Hours Care
<b>Reporting to:</b>	Outside School Hours Care Co-ordinator
<b>Industrial Instrument:</b>	Educational Services (Schools) General Staff Award 2020, and The Hutchins School Education Support Staff Enterprise Agreement 2021
<b>Award Classification:</b>	Preschool/Childcare Services

### Background and context

The Hutchins School Outside School Hours Care (OSHC) is a service provided to the School community. Our Director of Kindergarten leads a team of staff who all contribute to a range of programs built upon the foundation of learning through play. Programs are designed not only to be fun but to provide interesting, diverse and challenging experiences that encourage children to develop self-esteem, independence and confidence through play.

The OSHC is open all year except for defined public holidays and the week between Christmas and the New Year. During school terms, a Before School and After School Care program is offered, and a Vacation Care program operates throughout all school holiday periods.

The role of Child Care Assistant is to assist the Director of Kindergarten and the Outside Hours School Care Co-ordinator in the delivery of quality child care programs.

### Key relationships

- Outside Hours School Care Co-ordinator
- Director of Kindergarten and Children's Services
- Early Learning Centre and Junior School teachers
- School Nurse
- Members of the Hutchins community



## Key accountabilities

- Contribute to the planning, preparation and conduct of program activities.
- Provide supervision to small and large groups of children on school grounds and out in the community on excursions.
- Understand and apply the School's Privacy Policy and manage sensitive information related to children and their parents/carers with care and respect.
- Assist with personal hygiene routines such as application of sunscreen, hand washing and nose cleaning, assisting with toileting and nappy changes.
- Prepare and serve food following defined procedures.
- Assist with hygiene routines and general appearance of OSHC kitchen and room.
- Interact positively with families, building key relationships.
- Attend regular staff meetings and make a positive contribution to the operations of the OSHC.
- Attend professional development and learning as required.
- Administration and other duties as required.

## Position criteria

### Essential

- Demonstrated ability to relate to and successfully engage with young children.
- Demonstrated ability to follow standard procedures and protocols with the ability to escalate matters of concern in an appropriate and timely manner.
- A current First Aid qualification such as Apply First Aid.
- Demonstrated ability to work productively and collaboratively with others in a small team environment.

### Desirable

- Experience working with children.
- Knowledge of the standards and regulations that apply to the child care industry.
- A relevant child care, educational support, or education qualification under the Australian Qualifications Framework, or progress toward such a qualification.
- A current Provide First Aid in an Education and Care Setting qualification.

## Supporting the safety of children and young people

The School is committed to upholding the Child and Youth Safe Standards and the Universal Principle for Aboriginal Cultural Safety. The protection of children and young people who attend our programs and services is our highest priority.

As an employee of The Hutchins School, you are required to:

- undertake and provide the School with a National Police Check;



- hold and provide evidence of current Registration for Working with Vulnerable People (RWVP); and
- meet the standards for child safety, conduct and professionalism outlined in our:
  - [Practice and Behaviour Standards](#);
  - [Code of Conduct](#);
  - [Safeguarding Children and Young People Policy](#); and
  - [Safeguarding Children Reporting Policy](#).

We take seriously our commitment to deliver a learning environment that is characterised by humility, kindness, courage and respect and are dedicated to ensuring the safety of children and young people to whom we provide services or who participate in our programs and services. As such, all staff are required to:

- provide a welcoming and safe environment for children and young people;
- promote the safety and wellbeing of children and young people to whom we provide services;
- ensure that your interactions with children and young people are positive and safe;
- provide adequate care and supervision of children and young people in your care;
- act as a positive role model for children and young people;
- report any suspicions, concerns, allegations or disclosures of alleged abuse by members of the community to 'Strong Families, Safe Kids';
- report any suspicions, concerns, allegations or disclosures of alleged abuse by staff to the School;
- maintain valid 'working with vulnerable people' registration; and
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

## Work Health and Safety (WHS)

The School is committed to achieving the highest attainable standards of Work Health and Safety (WHS) for its staff, students and visitors. As a member of staff, you will be required to:

- take reasonable care for your own health and safety.
- take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons.
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by The Hutchins School to allow the School to comply with the Work Health and Safety Act; and
- co-operate with any reasonable policy or procedure of the school relating to health or safety that you have been notified of.

## Our values

As a community, we aspire to be people of integrity. All staff at the School are expected to model the School's values, inspiring and encouraging others to do the same. The School values humility, kindness, courage and respect.