



Fraser Coast
Anglican College

Role Statement

ROLE TITLE:	ROOS Care Lead Educator
DEPARTMENT:	Early Childhood
REPORTS TO:	Director of Early Learning & Head of Primary School
AWARD	Childcare Industry Award
STREAM	
LEVEL:	Dependent on qualifications
DATE PREPARED:	6 August 2008
DATE REVISED:	September 2021

ORGANISATIONAL ENVIRONMENT:

At Fraser Coast Anglican College, we provide a supportive Christian community and a high quality learning environment which enriches the body, mind and spirit, challenging each individual student to develop a love of learning, build their confidence, serve others, have options for the future and achieve their best.

Vision

We aim to be the school of first choice for families in the Wide Bay region, achieving outstanding academic results and renowned for our innovative K-12 curriculum which engages all students.

ORGANISATIONAL EXPECTATIONS:

All employees are expected to respect the confidentiality of the individual, and to treat all members of the College community with courtesy.

All employees are bound by the requirements of the College's policies, procedures and any other practices (such as the Code of Conduct) and are expected to provide appropriate support and pastoral care to students of the College.

Fraser Coast Anglican College is committed to maintaining a healthy and safe work environment. Everyone must adhere to the *Work Health and Safety Act 2011*.

As a condition of employment employees are expected to obtain and hold for the duration of employment, a current Suitability Notice (Blue Card).

Note that staff are required to familiarise themselves with the College Child Protection Policy.

All employees recognise and accept that multi skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with their obligation to act impartially. Nor should such information be used improperly causing harm or detriment to any person, body, or the College.

Proof of qualifications will also be required prior to commencement.

PRIMARY ROLE PURPOSE

The **ROOS Care Lead Educator** is expected to support the College community (Principal, staff, students and parents) in the continued promotion of the philosophy of the College which is founded on the Mission Statement.

The ROOS Care Lead Educator enjoys working with 5 to 12 year old's in a busy and fast-paced environment, providing high quality education and care. You require enthusiasm, patience, passion and commitment to high quality education and possess an ability to implement a fantastic and inclusive program. You must be able and willing to manage staff, maintain the program and document same and ensure a safe and clean working and learning environment for all is maintained.

Essential to the role is the ability to:

- Develop and manage programs for children 5 – 12 years of age in before school, after school and vacation care.
- Implement healthy eating plans
- Oversee the safety of all children and staff attending care or working in care
- Provide input for staff meetings
- Build relationships with staff, children and families.

RELATIONSHIPS AND AUTHORITY

This level requires employees who have had sufficient experience and/or training to enable them to carry out their assigned duties under limited supervision, using established procedures, practices and instruction from either the Director of Early Learning Centre, Head of Primary School or Principal.

Problems are solved by reference to established practices and procedures, and the application of initiative or judgement in applying them or by reference to the Director of Early Learning Centre or Head of Primary School.

The position is responsible to the Director of Early Learning for the day to day performance of duties. Employees at this level are responsible and accountable for their own work.

RESOURCES AND BUDGET (if applicable):

Not Applicable

SKILL AND KNOWLEDGE

- Appropriate qualification that meets approval under the National Quality Framework or approved by ACEQA.
- Senior First Aid Certificate, including Resuscitation Certificate
- Anaphylaxis Training (preferred)
- Suitability Notice (Blue Card)
- Computer literacy (MS Office Suite)
- Drivers licence

KEY ACCOUNTABILITIES:

- To be responsible to the employing body through the Director of Early Learning Centre.
- To carry out the policies and procedures for the service as laid down by the College and the Director
- To provide professional support and cooperate with the Director in maintaining high standards in administrative, licensing, accreditation and educational programs
- Plan and program for the individual needs of all students, maintain documentation in accordance with "My Time, Our Place" Framework and National Quality Framework
- Be innovative where appropriate and make best use of College's resources.
- In consultation with the Director, maintain responsibility for planning and supervising a team of employees.
- To plan for and maintain close communication with and supervise the assistant/s, placement students and volunteers in the team and Service
- Give special assistance and instruction in leadership to support staff in maintaining records, observations, procedures and policies
- To cooperate with the Director in taking whatever action is necessary when following procedures to ensure children's supervision, good health and safety
- To plan for and maintain close communication with the parents of children in the Service and communicate relations with the Director in a timely manner.
- Be a good role model for students and other educators in personal expectations, dress, demeanour and support of the Christian values and Anglican ethos of the College
- To be willing to offer own talents, skills and knowledge to the service and other educators
- To regard information learned about children or families in the service as strictly confidential and not to be discussed with anyone other than the Director
- To attend staff meetings called by the Director and to contribute positively to these meetings
- Attendance at professional development programs to enhance teaching skills and knowledge
- Comply with the Service and College Workplace health and Safety policy and safe work practices

- Support the College's admissions programs by publicly and privately supporting the College to past, present and future families
- Be responsible for maintaining Child Protection Policies and Procedures as set by Anglican Schools Queensland including supporting staff with mandatory reporting requirements. Reporting any matters of a child protection nature directly to the Director or Head of Primary School as appropriate.
- Maintain current medical training certificates in accordance with the National Quality Framework
- Carry out other duties as required by the Principal