

POSITION DESCRIPTION

Position Title:	High Intensity Outside School Hours Care (OSHC) Educator
Division:	Community Services
Position Reports to:	OSHC Co-ordinator
Direct Reports:	Nil
Classification:	Yooralla Therapists, Specialist Behaviour Support Practitioners, Nurses, Teachers and Additional Kindergarten Assistants Agreement 2022
Band	
Approved by:	Director Community Services and Allied Health
Date Approved:	December 2025

Position Overview

To work under the direction of the OSHC Co-ordinator to deliver a program, working with children with a disability, supporting their learning, engagement and wellbeing. High Intensity OSHC Educators will work collaboratively within the team, with children and parents to foster positive relationships in the community and create meaningful and engaging experiences for children/young people with disability.

Educators need to demonstrate a skill set that meets the requirements of

- My Time Our Place Framework for School Age Care
- IncludeED@OSHC learning frameworks
- Victorian Early Years Learning and Development Framework
- taking a human rights focus
- Yooralla values

Key Responsibilities

Programs:

To deliver a program that supports children with disabilities learning, achievement, engagement and wellbeing;

- assist the team with the planning, preparation and implementation of the OSHC program
- assist in the day-to-day operation of the OSHC program
- assist in preparing food, activities, and environments for OSHC sessions
- nurture a welcoming and positive environment for learning and enriching educational experiences
- to assist in the supervision of all children in the program, ensuring child and staff safety at all times
- support social relationships between children
- promote diversity and inclusion by creating an environment where every child feels valued and respected
- create a safe, supportive, fun, warm and welcoming environment
- assist in the set-up of the indoor and outdoor environment for each session
- pack up and tidy the OSHC room, bathroom and outdoor areas as required
- support children and young people with disability to participate in learning activities, adhering to any support plans in place
- attend meetings and training as requested by the Co-ordinator; and additional training if required to support children and young people attending the program
- support the team in implementing strategies relevant to the program including, for e.g., supporting positive behaviours, educational goals, preparation and adaptation of materials and equipment as required; and other duties as requested by the OSHC Co-ordinator.
- assess children's health and provide first aid as required, follow medical or risk management plans or administer medication as required in line with organisational policies/procedures
- take meaningful observations that will help develop a program that meets the needs of the children

Liaison:

- Build meaningful relationships with children and young people, families, and the school community.
- To support the OSHC team in achieving individual and family goals for the children/young people within the program.
- To liaise with families, children and young people in the program referring all matters to the Co-Ordinator for discussion and follow-up.
- To liaise with students and other visitors to the service
- Assist with the induction and orientation process for new families, children, and staff.

Organising/Reporting/Procedures:

To work under the direction of the Co-ordinator to assist the OSHC team as required to:

- prepare materials for the daily program.
- maintain accurate records and adhering to all relevant policies and procedures
- collect and record data, medical records, and other information as required.
- contribute to the continuous improvement of the service through reflective practice guided by the service Quality Improvement Plan

Resources/Development:

To participate in skill/knowledge development in OSHC and Disability approaches and techniques as required.

- Attend workshops/courses/conferences as relevant and approved by the Co-ordinator/Manager.
- Participate in In-service programs as directed by the Co-ordinator/Manager.
- Engage in the evaluation of performance with your immediate manager and actively seek opportunities to develop professionally and personally.
- These may be required outside of normal hours.

All employees are responsible for:

- Promoting and protecting the human rights of people with disability, in accordance with the UN Convention on the Rights of Persons with Disabilities (CRPD) (2008).
- Working to ensure high-quality and safe supports and services for children and young people in OSHC
- Understand responsibilities and roles, and work in accordance with Work Health and Safety Mandatory Reporting and Emergency Procedures.
- Meeting obligations under all relevant Victorian and Commonwealth legislation.
- Working in accordance with the Yooralla Code of Conduct and Employee Manual.

Selection Criteria

Mandatory Requirements

- Qualifications or be actively working towards a certification in alignment with the Victorian ACECQA National Quality Framework.
- International Police Check – if required
- A current Victorian Working with Children Check (Employment)
- Legal eligibility to work in Australia
- Requirement to use own smartphone or tablet device for receiving shifts and confirmation of attendance

Qualifications and Experience

- Experience in Outside School Hours Care/ early childhood and/or disability services sector- **Desirable**
- Demonstrated experience in working with children and young people aged 5 to 18 with disability - **Desirable**
- Knowledge of and commitment to the principles and practices of Inclusion, Family-centred and Strengths-based approaches – **Mandatory**
- High level knowledge of Disability/Children's Services and relevant regulations and frameworks - **Mandatory**
- Current knowledge of child protection/mandatory reporting procedures - **Mandatory**
- Food safety, handling, and hygiene training - **Mandatory**
- Child Protection Training / Mandatory Reporting - **Mandatory**
- Completed or willingness to complete IncludeED@OSHC learning frameworks/modules – **Mandatory**
- First Aid including Asthma and Anaphylaxis – **Mandatory**
- Food Handling - **Desirable**

Other Desirable criteria

Current Australian Drivers Licence

Personal Values, Skills and Attributes

- Excellent communication skills, both written and verbal
- Strong organisational skills and the ability to manage competing priorities
- Ability to adapt effectively to changing situations
- Excellent interpersonal skills and a flexible and adaptable personality
- Excellent initiative and self-directed work practices
- Competent use of a computer for email and Internet
- Application of knowledge applicable to the workplace and developing knowledge of statutory requirements
- Ability to problem solve
- Good time management and organisation skills
- Demonstrated ability to work as part of and contribute to a team
- High degree of judgement, initiative, confidentiality and sensitivity in the performance of work
- Demonstrate values of empathy, honesty, integrity and respect.
- Reliable, punctual and mature attitude to work.

About Yooralla

Yooralla is Victoria's most established and recognised for purpose disability service provider with more than one hundred years of experience offering high quality support services to people with disability. We work in partnership with people with disability, their families and carers to enable them to live the lives they choose.

Across Melbourne and regional Victoria, we support people of all ages and needs. Our 2,000+ staff provide a wide range of quality services, including accommodation and residential supports, specialist accommodation for people with complex health conditions, employment, training, support coordination, kindergarten assistance, recreational and therapy services, including assistive technology.

Yooralla is a Child safe organisation and has zero tolerance to child abuse.

Our Purpose	Our Promise	Our Values
To support people with disability to live the life they choose	Designed by you, supported by us, and achieved together	<ul style="list-style-type: none"> • We put the person living with a disability first • We do better together - we work as a team • We speak up