



POSITION	Early Learning Centre Assistant and Out of School Hours Care Coordinator
REPORTS TO	Director Early Learning Centre
HOURS	Monday – Thursday 1:00pm - 5:30pm (18 hours per week, term time only)
LOCATED	Early Learning Centre, Junior School Myrniong Campus

The Early Learning Centre is inspired by the philosophy of Loris Malaguzzi and the Reggio Emilia Educational Project. As such the Early Learning Centre considers each child as strong, capable and resilient; rich with wonder and knowledge.

POSITION OBJECTIVES

The Out of School Hours Coordinator (OSHC) is responsible for the development and implementation of the after school Out of School Hours Care program (3.30pm – 5.30pm). Duties may include:

- Planning and implementation of a creative after school recreational program which actively engages children and fits with the My Time Our Place framework.
- Supporting the physical and emotional needs of the children as they participate in the program.
- Ensuring that all interactions with the children are positive, respectful and friendly.
- Ensuring that all children are treated equally to foster their self-esteem, cultural identity and independence.
- Being flexible in following the changing needs and interests of the children.
- Participating in general professional development activities and maintain up to date knowledge regarding current developments in the OSHC services sector.
- Ensuring that all children are actively supervised.
- Maintain the cleanliness and tidiness of the Early Learning Centre to a high standard.
- Take responsibility for developing a culture of safety and awareness and be aware and adhere to the child safe practices of the Early Learning Centre.
- Ensure that appropriate actions are taken in an emergency or potentially dangerous situations.
- To prepare the learning environment including the preparation of materials, setting up and packing up of equipment
- Ensuring that all equipment is used carefully, safely stored and well maintained.
- Accurately maintaining all necessary records.
- Keeping records of the time families access the OSHC and provide this information to our Accounts Department.
- Undertaking other duties as directed by the Director of the Early Learning Centre.
- Always operate in a professional manner, meeting legislative and regulatory requirements as well as the policies and procedures of The Hamilton and Alexandra College Early Learning Centre.

In addition to the OSHC responsibilities, this role will also work in the Early Learning Centre (1.00pm – 3.30pm) with our three year old and four year old children. The main duties of the Early Learning Centre Assistant include:

- Supporting the Early Learning Centre philosophy and our commitment to the principles of the Reggio Emilia philosophy.
- Being an active contributor to the early learning team.
- Supporting staff with setting up for the afternoon activities.
- Engaging with the children in a positive and respectful manner.
- Maintaining a clean and safe learning environment.
- Other duties and tasks as directed by the Director of the Early Learning Centre.

KEY SELECTION CRITERIA

Qualifications/Experience:

- Minimum Diploma in Early Childhood Education and Care or equivalent qualification as approved by ACECQA.
- Current Working with Children Check.
- Current Police Check.

Essential Skills:

- Ability to engage with and support children in an educational setting.
- Awareness of the educational philosophy of Reggio Emilia.
- Knowledge and understanding of the National Quality Standards, the My Time Our Place framework the Early Years Learning and Development Framework and relevant national legislation and regulations.
- Confidentiality of information and interactions with the children, other staff and families.
- Capacity to work positively within a team environment.
- Organisation skills and the ability to prioritise tasks.
- Capacity to engage and interact with a wide range of people.

Must hold or be willing to hold:

- Level 2 First Aid
- Anaphylaxis Training
- Asthma Training
- Child Protection in Early Childhood

If you have specific questions about the role, please email the Director of Early Learning, Frances O'Brien at fobrien@hamiltoncollege.vic.edu.au.