

**BLACKHEATH AREA NEIGHBOURHOOD CENTRE INC.
POSITION DESCRIPTION**

Position	BOOSH Educator
Location	Blackheath Public School, Blackheath NSW 2785
Accountability and reporting	This position reports to BOOSH Coordinator
Directly supervises	Nil
Internal liaisons	BOOSH Educators, Finance Assistant
External liaisons	Blackheath Public School staff, parents
Remuneration	Modern Children's Award Level 1 or 2 depending on qualifications and experience
Position duration	Casual. Hours dependent on service requirements.
Organisational context	<p>Blackheath Area Neighbourhood Centre (BANC) is a multipurpose not-for-profit community-based organisation servicing the Upper Blue Mountains. Services include out of school hours care, NDIS services, and Neighbourhood Centre. BANC values are Inclusive, Fair, Professional, Committed, Responsive, Innovative. BANC is the heart of creative, inclusive services that support the sustained well-being and resilience of its community.</p> <p>BOOSH provides Before School, After School and Vacation Care to primary school-aged children.</p>
Position objectives	<ul style="list-style-type: none"> • To assist in the provision of high quality out of school care • To work within BOOSH's philosophy, policies and procedures as part of a team. • To work within the requirements of the National Quality Framework (NQF) and the framework for School Aged Care – My Time, Our Place.
Judgment and decision making	This position requires the ability to make decisions and solve problems based on previous decisions provided by the BOOSH Coordinator. The position will work to the day to day direction of the BOOSH Coordinator and / or their delegates.
Interpersonal skills	<ul style="list-style-type: none"> • Ability to engage with children • Well-developed oral and written communication skills. • Ability to develop positive working relationships with stakeholders including staff, service participants, community members and service partners
Duties	<ul style="list-style-type: none"> • Comply with the requirements of the National Quality Framework and Framework for School Age Care – My Time, Our Place, Education and Care Services National Regulations and other relevant legislation, eg, Work, Health and Safety. • Contribute to the development of the Quality Improvement Plan (QIP).

	<ul style="list-style-type: none"> • Assist in program planning based on My Time, Our Place. • Contribute to and assist in documenting evaluations of the program. • Write and record observations of children when requested. • Actively engage with children during the implementation of the program. • Foster a rich play environment consistent with My Time, Our Place. • Assist in creating a warm, caring environment for all children at BOOSH. • Share responsibility for the safety and hygiene of children, including ensuring appropriate cleaning and food handling practices. <p>BANC duties</p> <ul style="list-style-type: none"> • Comply with all BANC policies and procedures • Act according to the BANC Code of Conduct • Comply with BANC’s Work Health and Safety Policy • Promote a positive image of BANC to members of the public • Promote the service where possible, including on social media platforms • Contribute to the team environment at BANC and its overall aims • Actively participate in staff meetings, service planning, supervision and performance appraisals as directed • Read and respond to relevant minutes and memorandums • Maintain BANC resources within the guidelines of BANC Policies and Procedures
Mandatory requirements	<ol style="list-style-type: none"> 1. Resume and contact details of two current referees 2. Current First Aid, Anaphylaxis, and Asthma Certificates 3. Working with Children Check number 4. Criminal Record Check number 5. Basic digital skills
Selection criteria	<ol style="list-style-type: none"> 1. Ability to work independently and as a member of a team. 2. Flexibility to work shifts from 2 - 8 hours duration across variable days 3. Knowledge of My Time, Our Place 4. Knowledge of child development
Date	June 2020