

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

<b>Position</b>	<b>BOOSH Supervisor/Educator</b>
<b>Location</b>	Blackheath Public School, Blackheath NSW 2785
<b>Accountability and reporting</b>	This position reports to BOOSH Coordinator
<b>Directly supervises</b>	BOOSH Educators if delegated
<b>Internal liaisons</b>	BOOSH Educators, BANC Finance Assistant
<b>External liaisons</b>	Blackheath Public School staff, parents
<b>Remuneration</b>	Modern Children's Award Level 4 plus 10%
<b>Hours per week</b>	15 hours during term time and 25 hours during Vacation Care
<b>Position duration</b>	Permanent, full-time (subject to funding). Occasional out of core hours work is required.
<b>Organisational context</b>	<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>
<b>Position objectives</b>	As an Educator, your role will be to assist in the delivery of a high quality, safe, fun and educational before and after school hours and Vacation Care program, ensuring it is compliant with our service philosophy, policies and procedures and the requirements of the National Quality Framework (NQF).
<b>Judgment and decision making</b>	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. The position may require the Educator to act as Supervisor when the BOOSH Coordinator is not present.
<b>Interpersonal skills</b>	<ul style="list-style-type: none"> <li>• Ability to engage with children</li> <li>• Good oral and written communication skills</li> <li>• Ability to develop positive working relationships with staff, children and parents</li> </ul>

<p><b>Duties</b></p>	<ul style="list-style-type: none"> <li>• Ensure a high-quality standard of care is provided</li> <li>• Assist in creating a warm, caring environment for all children</li> <li>• Actively engage with children during the implementation of the program</li> <li>• Foster a rich play environment consistent with My Time, Our Place</li> <li>• Share responsibility for the safety and hygiene of children, including ensuring appropriate cleaning and food handling practices</li> <li>• Contribute to the development of the Quality Improvement Plan (QIP).</li> <li>• Assist in program planning based on My Time, Our Place</li> <li>• Contribute to and assist in documenting evaluations of the program</li> <li>• Write and record observations of children when requested</li> </ul> <p><b>BANC duties</b></p> <ul style="list-style-type: none"> <li>• Comply with all BANC policies and procedures</li> <li>• Act according to the BANC Code of Conduct</li> <li>• Comply with BANC’s Work Health and Safety Policy</li> <li>• Promote a positive image of BANC to members of the public</li> <li>• Promote the service where possible, including on social media platforms</li> <li>• Contribute to the team environment at BANC and its overall aims</li> <li>• Actively participate in staff meetings, service planning, supervision and performance appraisals as directed</li> <li>• Read and respond to relevant minutes and memorandums</li> <li>• Maintain BANC resources within the guidelines of BANC Policies and Procedures</li> </ul>
<p><b>Selection criteria</b></p>	<ol style="list-style-type: none"> <li>1. Ability to effectively supervise an education and care service</li> <li>2. Knowledge of child development</li> <li>3. Ability to develop respectful relationships with children, families and staff</li> <li>4. Basic digital skills</li> <li>5. Current Criminal Record Check and Working with Children Check</li> <li>6. Up-to-date COVID-19 and influenza vaccination certificate</li> </ol>
<p><b>Date</b></p>	<p>October 2022</p>