

Position Description – OSHC Educator



Business Group/Team –
Outside School Hours Care



Award Classification –
Children Services Award
Children’s Services Employee –
Level 1 to Level 5.



Employment Type
Volunteer, PPT, PFT, Fixed
term, Cas



Child Facing Role

Yes ☒

No ☐

Screening Requirements

All Y Queensland employees must have a:

- *Blue Card*
- *National Police Check*

Role specific requirements:

- *Certificate III in Children’s Services*

Reports to:

OSHC Service Director, OSHC
Coordinator and/or Assistant
Coordinator

Role Purpose

The OSHC Educator is responsible for providing high-quality, inclusive care and education to school-aged children in a safe, supportive, and engaging environment.

The role of an OSHC Educator involves implementing approved programs, maintaining effective supervision and transitions, and supporting children’s wellbeing, learning, and development in accordance with organisational policies, legislative requirements, and the Professional Standards for Educators in Outside School Hours Care

Your Key Responsibilities

Typical role responsibilities include, but are not limited to:

Quality Educational Programme Delivery:

- Assist in the planning, implementation, assessment and review of a high quality and diverse educational program based on appropriate curriculum frameworks with reference to the National Quality System (NQS) and My Time Our Place.
- Undertake activities with children that follow defined programs as directed by the Coordinator or Responsible Person.
- Assist and/ or facilitate effective interaction between groups and individuals utilising the programme.
- Assist in ensuring that the program promotes children’s choices and evidence input from children and parents.
- Be actively involved with the children in an appropriate manner, adhering to all relevant policies and procedures.
- Support the provision of organised activities and programs including but not limited to: administrative tasks, set up and clean away activities and client contact related to a defined program.
- Assist in the preparation of equipment and materials for use as directed.
- Assist in the planning and preparation of breakfast and morning tea/afternoon tea menu as directed.
- Ensure that the children abide by the service’s rules of behaviour, deal with any minor incidents that may arise appropriately and bring more serious breaches of the rules to the supervisor’s attention as soon as possible.
- Resolve conflicts with and between children reasonably, positively and cooperatively.

- Understand and adhere to policy and correct recording of behavioural problems and of all accidents/ incidents and report immediately to the supervisor.

Positive Relationship with Children, Families, Staff and Communities:

- Assist with the development and maintain respectful and equitable relationships with children.
- Engage in warm, responsive and positive interactions with children.
- Support inclusive practices to include children with additional needs alongside their peers.
- Assist with developing and maintaining positive partnerships with parents and guardians, this involves greeting and/or acknowledging parents and informing them of any relevant information regarding their children in an appropriate manner.
- Assist and support communication with parents, staff members, outside agencies, the school community and other stakeholders as directed.
- Work with each individual child/young person with consideration of his/her cultural background and respect the beliefs of the parents/family/guardian.
- Be aware of duty of care responsibilities and the safety of all children in the service's care, including people authorised to collect children.
- Work cooperatively and respectfully with other Educators and management.
- When on excursion in the community ensure to represent and behave in such a manner that is respectful to the organisation.

Contribution to Y Queensland OSHC Service

- Adhere to the National Quality Framework, relevant education standards and principles.
- Work collaboratively with colleagues to ensure effective staffing, supervision, and smooth service delivery.
- Participate in training and development activities, including but not limited to completing all compulsory training modules.
- Contribute to a positive, respectful workplace culture that supports teamwork and accountability.
- Actively participate in staff meetings, training, and professional development.
- Conducting headcounts, managing transitions, and mitigating risks to ensure smooth operations and safety.
- Support quality improvement processes by providing feedback and participating in reflective practice.
- Carry out other reasonable duties in line with position, as directed by the Coordinator and/or Assistant Coordinator.

Safeguarding Children Requirements

The status for your position as either child-facing or non-child-facing is outlined on page one of your position description. The YMCA has requirements for both child-facing and non-child-facing roles which are indicated below.

Safeguarding Children - Child-Facing Roles

- Declare anything you become aware of through the course of your engagement with the YMCA which a reasonable person would consider could impede your suitability to

have contact with children and young people.

- Act as an extended guardian towards children and young people where you have interactions and always take reasonable steps to prevent abuse and neglect.
- Adhere to all policies and procedures relating to safeguarding children and young people and the Safeguarding code of conduct.
- Update your details whenever these changes, with the relevant department administering the working with children check or equivalent in your state/ territory of residence, as required by applicable laws.
- Report any suspicions, concerns, allegations or disclosures of alleged child abuse/ neglect in line with procedures.

Qualifications, Licenses and Professional Registrations:

- Minimum Certificate III in Children's Services or similar as recognized by ACECQA.
- Blue Card
- National Police check
- CPR & First Aid

Your Key Capabilities in Relation to Position

Professional Knowledge

- Demonstrates an understanding of children's holistic development.
- Recognises and responds to children's individual needs.
- Apply culturally responsive practices that respect children's diverse backgrounds.
- Supports inclusive participation for all children.
- Applies knowledge of the My Time, Our Place Framework

Professional Practice

- Delivers engaging, well-organised programs that promote children's development.
- Uses effective pedagogical approaches and age-appropriate strategies.
- Maintains active supervision and implements safe, consistent routines and transitions.
- Demonstrates effective behaviour guidance practices that are fair and respectful.
- Creates and maintains a safe, supportive, and inclusive environment for all children.
- Evaluates programs and experiences using reflection, observation, and feedback.
- Makes children's learning and participation visible through adequate documentation.

Professional Engagement

- Demonstrates ethical conduct, professionalism, and sound judgement.
- Complies with legislative, regulatory, and organisational requirements.
- Communicates effectively and respectfully with children, families, and colleagues.
- Builds and maintains collaborative, professional relationships.
- Engages in ongoing professional learning and applies learning to improve practice.
- Reflects on feedback and contributes constructively to service improvement.
- Supports quality improvement processes.