



CM 717 - 719, CM723 - 726, CM730, CM734 PD OOSHC

Lead Educator

PD Version – April 2025

Next Review – April 2027

Mission "By 2030 Cabonne Council will be ADAPTIVE, RESILIENT & PERFORMING organisation to maximise opportunities and to overcome the challenges faced by Council and our community."

Values SAFETY RESPECT PRIDE TEAMWORK Our COMMUNITY

Cabonne Council is a Child Safe Organisation that is dedicated to respecting children and young people. We prioritise their voices and views and we are committed to taking proactive measures to always keep children safe.

Position Details

POSITION NO(s):	CM 717 - 719, CM723 - 726, CM730, CM734
DIVISION:	OFFICE OF GENERAL MANAGER
DEPARTMENT:	Community Prosperity
UNIT:	Children's Services
TEAM:	Out of School Hours Care
POSITION LOCATION:	Manildra, Molong, Mullion Creek, Clergate, Blayney, Cudal, Nashdale
EMPLOYMENT TYPE:	Casual
SALARY SYSTEM GRADING:	Grade 5
REPORTING TO:	Children's Services Supervisor
NO. OF DIRECT REPORTS:	OOSH Support Educators
NO. OF INDIRECT REPORTS:	NIL
WORK FROM HOME:	This position is not suited for WFH arrangements.

Purpose of the Position

- Accept the role of Responsible Person overseeing the day-to-day operation of the out of school hours service, ensuring all regulatory requirements are met.
- Develop and deliver educational programs to primary school aged children.

Qualifications and Experience

Qualifications:

Essential

- Class C driver's licence.
- Education and Care approved First Aid Certification.
- Working with Children.
- Education and Care approved Child Protection training.
- Criminal History Check.

Desirable

- Qualification in an early childhood related field.

Skills & Experience:

- Demonstrated experience working with children.
- Ability to assist with the coordination of an appropriate and stimulating range of activities.
- Ability to assist in the coordination of the day-to-day operation of the centre.
- Ability to supervisor OOSH Support Educators.
- Excellent interpersonal, written, and verbal communication skills.

Key Duties & Accountabilities

Child Care

- To deliver an inclusive program that implements the practices from *My Time, Our Place* and allows all children to participate.
- To recognise the needs of children at different stages of development and to ensure these needs are met.
- Maintain a safe environment that is stimulating for all children attending the service.
- Display educational program where all stakeholders can access it.
- Critically reflect on the educational program.
- Maintain a clean and healthy environment.
- Always supervise children adequately to ensure their safety and wellbeing is maintained.
- Always maintain educator to child ratios.
- Consistently apply service policies and procedures in daily practice and actively engage in reviews of these policies and procedures.
- Actively contribute to the Children's Services team and attend the principal office once a term.
- Ensure the *Safe Arrival of Children Procedure* is followed.
- Maintain respectful relationships with all stakeholders.
- Attend and actively participate in all team meetings.
- Liase with the school where required.

Administration

- Ensure all required records are maintained and securely stored.
- Attend professional development training when required.
- Support other educators in the service.
- Supervise and support volunteers in the service.
- Work collaboratively with the Educational Leader and other members of the Children's Services team.
- Participate in the Assessment & Rating process.
- Regularly contribute to the service's Self-Assessment document.

Work Health & Safety

- Comply with Council's WHS Policy and procedures including applicable SWMSs, SOPs, project/event safety management plans.

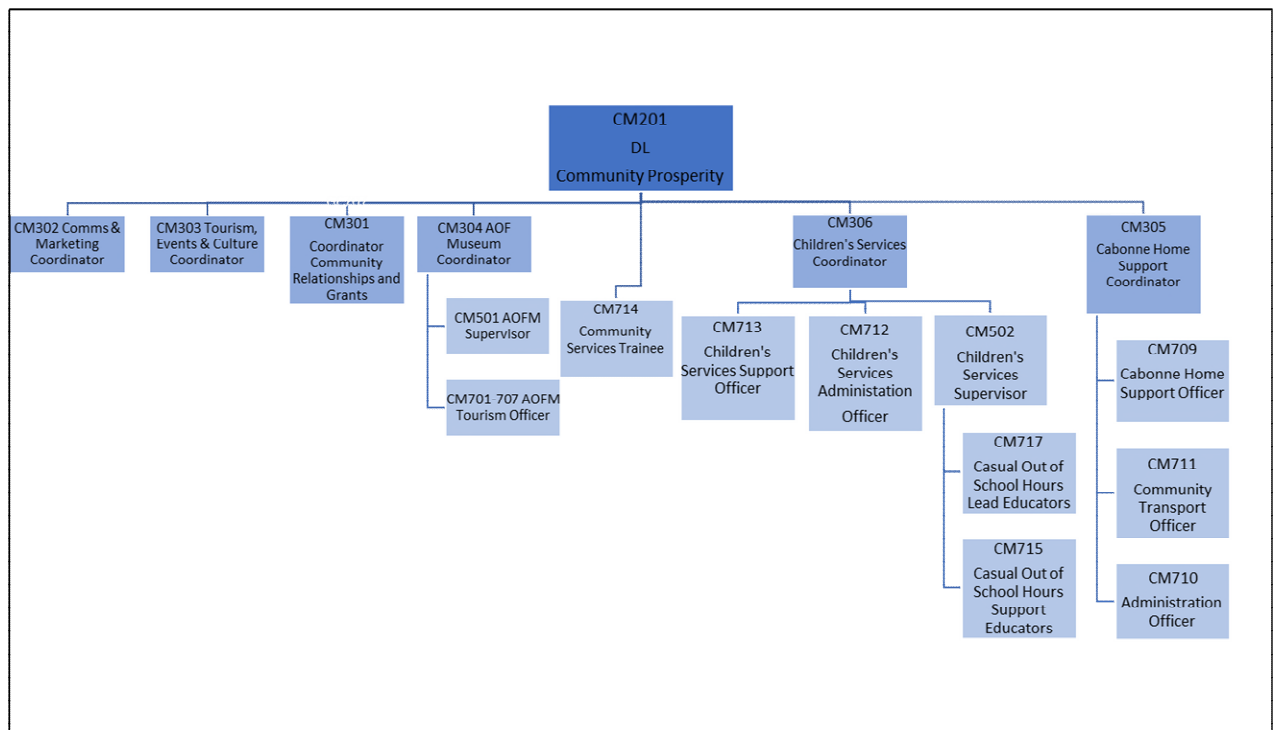
Code of Conduct and Ethical Behaviour

- Council staff must comply with all provisions made within Council's Code of conduct.
- You must not conduct yourself in a manner that:

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- o Is likely to bring council or other council officials into disrepute.
- o Is contrary to statutory requirements or the council's administrative requirements or policies.
- o Is improper unethical.
- o Is an abuse of power.
- o Causes, comprises or involves intimidating or verbal abuse.
- o Constitutes harassment or bullying behaviour under this code or is unlawfully discriminatory.
- You must act lawfully and honestly and exercise a reasonable degree of care and diligence in carrying out your functions.

Organisational Team



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Cabonne Capability Framework

HIGH QUALITY SERVICE AND ASSET DELIVERY

	- We are responsible financial custodians of public funds. - We adhere to good governance, financial management processes and systems. - We exercise our fiduciary duties and ensure budgets are managed sustainably with due regard for our long-term Financial Planning and Strategic Asset Management Plans.
	- We proactively identify threats and opportunities impacting on our objectives. - We actively manage these positive and negative risks to be at acceptable levels within our resources to achieve optimum outcomes for Council. - We ensure our risk-based decisions are appropriately recorded and are understood. - Risks to our people's safety is our priority we will reduce these risks as low as is reasonably practicable to ensure they are safe at work.
	- We ensure council services are delivered in a timely manner with quality to meet the needs and expectations of our communities and stakeholders. - We manage our assets efficiently to ensure they are fit for purpose and sustainable for our communities into the future.
	We manage our projects through diligent project management processes and systems to ensure they are on time, on budget and delivery quality outcomes for key stakeholders.

ADAPTING, INNOVATING AND IMPROVING THE WAY WE WORK

	- We drive a culture of continuous improvement that encourages innovation, maximises value and eradicates waste. - We look to solve problems and make daily improvements. - We foster curiosity and questioning on the status quo to identify and maximise opportunities.
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DEVELOPING AND VALUING OUR PEOPLE

	We provide leadership through valuing and respecting our people by: - Making the best use of their abilities. - Ensuring they are well informed of issues and changes that affect them. - Recognising effort and giving credit where credit is due. - Being honest and constructive in guidance and feedback given around their performance and behaviours. - Ensuring our workplace culture contributes to the overall wellbeing of our people.
	As Council employees we display initiative and resilience, modelling appropriate behaviour, valuing safety, respect for others, and a willingness to continue developing and learning.

ENGAGING AND BUILDING RELATIONSHIPS WITH OUR KEY STAKEHOLDERS

	- We expect quality customer service with a commitment to timely responsiveness to our community and stakeholders, so they are aware of our actions and decisions as soon as practicable. - We take time to ensure our communication methods are clear and appropriate to their audience to minimise misunderstandings and confusion. - We seek to actively engage and work collaboratively with our community on projects, problems and issues that affect them.
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Job Demands Analysis – Out of Hours School Care Educator

Neck Movement (looking up, down, sideways)	2
Reaching (above shoulder height, forward/side extended)	2
Hand/Arm Movements (stacking, reaching, mopping, tool use)	2
Bending/Twisting (forward/ backward bending or twisting at waist)	2
Kneeling/Squatting	3
Standing for long periods	3
Sitting for long periods	1
Driving (operate any mobile plant OR vehicle)	1
Walking (up or down steep slopes)	3
Climbing (in and out of plant/car)	1
Climbing (stairs, ladders, scaffolding)	1
Lifting 5kg (general objects)	3
Carrying 5kg (general objects)	3
Pushing/Pulling (toys, furniture)	3
Repetition	1
Vibration	1
Sight (Use of sight as an integral part of task performance eg. Dark, fine detail, discrimination of colours)	1
Hearing (Effective hearing ability as an integral part of task performance)	3
Smell (use of smell senses as an integral part of task performance)	1

Balance	2
Dust (expose airborne material ie. Dust)	1
Gas / Fumes (Working with gases or fumes)	1
Surfaces (uneven, slippery, slopes)	3
Noise (Tasks involve exposure to high noise environments, and hearing protection is required to be worn)	1
Lighting (Tasks involve working in dark or visually- poor environments)	1
Temperature (Task involve working in extremes of temperature - hot or cold)	2
Confined Space (confined spaces work)	1
Hazardous Substances (Tasks involve working with hazardous substances)	1
High pressure work environment	1
Conflict	2
Dealing with people	4
Working alone	3
Exposure to traumatic events	2
Occupational violence	2
High cognitive or emotional demands	1
Isolated/remote work	2
Hazardous work environment	1
Cardiovascular Fitness level required for position	2

Keys	
	General Demands
	Sensory Demands
	Environmental Factors
	Psychosocial Demands
	Manual Handling Demands
	Cardiovascular Fitness

Measures				
#	Physical		Manual Handling	Cardiovascular Fitness
1	Not applicable	Not Relevant to this position		
2	Occasional	Task is performed for 0-33% of the day	Light	Low (sedentary)
3	Frequent	Task is performed for 34-66% of the day	Moderate	Medium
4	Constant	Task is performed for more than 66% of the shift		
5	Repetitive	Work cycle is repeated < 30 sec & performed for > 60min	Heavy	High (constantly on feet, repetitive physical work)



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