



Educator, SHARE OOSH	
Position title	Educator
Employment type	Full-time
Award	Children’s Services Award [MA000120]
Classification	TBD
Reports to	Nominated Supervisor
PD date	January 2025

About SHARE

SHARE is a long-standing community-based, not-for-profit organisation, providing quality Before & After School and Vacation Care for over 40 years. Our mission is to maintain a safe, nurturing, and stimulating environment where children can thrive through meaningful play and learning experiences. At SHARE, we are committed to fostering a workplace culture that values collaboration, inclusion, and respect. Our team takes pride in delivering enriching programs that support children’s development, wellbeing, and sense of belonging.

Our Values

At SHARE, our values reflect **C.A.R.E. – Collaborate, Advocate, Respect, and Evolve**. These principles guide how we work together, interact with families, and create meaningful experiences for the children in our care:

Our Values			
Collaborate to Grow Together	Advocate for Childhood	Respect and Empower	Evolve with Excellence
We believe growth is a shared journey. By teaching each other what we learn and sharing our experiences, we strengthen the foundations that enable everyone to thrive. We work together to support each individual’s growth, recognising that our collective success depends on the contributions and efforts of the entire team.	We champion the rights, wellbeing, and voices of children, ensuring their needs—not our preferences—are at the centre of everything we do. We build strong, positive relationships with children, rooted in trust and genuine connection, as the foundation for championing their growth, happiness, and success.	We treat everyone with kindness, professionalism, and respect, fostering an inclusive environment where all feel valued and connected. We take the time to notice what matters to our peers, recognising their strengths and contributions in ways that empower them to grow and thrive.	We commit to excellence by challenging our biases, critically reflecting on our practices, and embracing innovation. We constantly assess whether we can do more, think deeper, or improve beyond our first ideas.

About this role

As a full-time Educator at SHARE, you will play a key role in delivering high-quality care and engaging programs for school-aged children in our Before & After School and Vacation Care services. In this leadership-focused position, you will oversee program implementation, guide and mentor team members, and engage in operational and administrative responsibilities to ensure the smooth delivery of our services.

This role is ideal for a childcare professional with a passion for leadership, innovation, and community impact, who thrives in a team-oriented and dynamic workplace.

What you will do (key accountabilities)

Operations and service delivery

- Plan, implement, and evaluate developmentally appropriate programs for children aged 5–12 years, ensuring alignment with the MTOP Framework and the NQS.
- Actively participate in creating and delivering engaging, inclusive activities that meet the developmental needs of children while respecting individual needs and cultural diversity.
- Create a safe, inclusive, and stimulating environment that fosters children’s growth, learning, and sense of belonging.
- Monitor children’s health, safety, and wellbeing, responding promptly to any issues or incidents in accordance with organisational policies, procedures, and NQS requirements.
- Maintain educator-to-child ratios at all times, ensuring compliance with NQS standards for quality supervision and care.
- Facilitate routines such as meal times, transitions, and structured or free play, ensuring a balance between active and quiet activities.
- Collaborate with colleagues to organise and deliver programs that reflect the interests and input of children and their families.
- Contribute to the service’s Quality Improvement Plan (QIP) by engaging in reflective practices and identifying areas for continuous improvement.
- Additional duties as and when required.

Administration

- Accurately record children’s attendance, ensuring compliance with organisational policies and regulatory requirements.
- Maintain up-to-date documentation on children’s learning, development, and wellbeing, contributing to records for program planning and evaluation.
- Assist in the preparation and submission of required reports, including incident and accident reports, within specified timeframes.
- Assist with ordering, organising, and maintaining program resources and supplies.
- Use digital platforms or tools, as required, to manage documentation, communication, and reporting tasks effectively.
- Additional duties as and when required.

Key internal relationships

Who	Purpose of communication
Management	To receive guidance, discuss challenges, and ensure compliance with organisational policies.
Team members	To collaborate on program delivery, share ideas, and support a cohesive team environment.
Educational Leader	To align programming and documentation with educational goals and frameworks.

Key external relationships

Who	Purpose of communication
Children	To build trusting, respectful relationships that foster their sense of safety, belonging, and wellbeing.
Parents/Caregivers	To share updates on children's progress, gather input on programs, and address concerns.
Summer Hill Public School	To represent SHARE positively, maintain strong partnerships, and coordinate information to support children's development.
Members of the public	To act in a friendly and considerate manner while walking to/from school or using public spaces, representing SHARE's values.
Community organisations	To foster partnerships that enrich programs and provide additional resources for children.

Relationships and Collaboration

- Guide and mentor educators during shifts, fostering collaboration and professional growth.
- Provide constructive feedback and support to educators, helping them develop their skills and ensuring smooth operations.
- Act as a role model for educators by demonstrating professional conduct, initiative, and a positive approach to challenges.
- Build positive, respectful relationships with children, families, colleagues, and external stakeholders to support a welcoming and inclusive environment.
- Engage professionally and constructively with families to provide updates, address concerns, and gather feedback about their child's experience.
- Represent SHARE positively during interactions with schools and community organisations, ensuring partnerships are strengthened and aligned with SHARE's values.
- Interact respectfully with members of the public during activities in shared spaces, modelling consideration and professionalism.
- Actively participate in team collaboration, including team meetings, trainings, and planning meetings, sharing insights, and supporting shared goals.
- Handle conflicts constructively, promoting a culture of respect and teamwork.
- Additional duties as and when required.

Professional Conduct and Compliance

- Adhere to all SHARE policies, procedures, and codes of conduct to maintain a professional, safe, and ethical workplace.
- Champion SHARE's values always.
- Uphold the principles of the Education and Care Services National Regulations, National Law, and NQS in daily practices.
- Ensure confidentiality and privacy of all sensitive information relating to children, families, and the organisation.
- Participate in ongoing compliance activities, including audits, reviews, and implementation of organisational quality improvement initiatives.
- Maintain accurate and timely records, reports, and documentation to support compliance with legal, regulatory, and organisational requirements.
- Engage in mandatory reporting processes as required, responding to child safety and welfare concerns in accordance with legislative requirements.
- Actively participate in professional development and reflective practices to ensure continuous improvement and adherence to current industry standards.
- Represent SHARE positively in all interactions with families, colleagues, and the broader community.

- Comply with all Workplace Health and Safety (WHS) obligations, including reporting hazards, grievances, and incidents promptly, following safe work practices, and contributing to a safe environment for children and staff.
- Additional duties as and when required.

Expected Outcomes

- **Program Quality:** Deliver engaging and developmentally appropriate programs that meet the “My Time, Our Place” Framework and align with the National Quality Standards (NQS).
- **Child Wellbeing:** Foster a safe, inclusive, and supportive environment where children feel valued and their physical, emotional, and social needs are met.
- **Customer Satisfaction:** Maintain positive and professional relationships with families, ensuring clear communication and responsiveness to their feedback.
- **Compliance:** Consistently adhere to all regulatory, legislative, and organisational requirements, maintaining high standards in documentation, reporting, and practice.
- **Team Collaboration:** Contribute to a cohesive, safe, and collaborative team environment, supporting shared goals and organisational values.
- **Community Representation:** Represent SHARE positively during interactions with external stakeholders, schools, and the public, strengthening the organisation’s reputation.
- **Professional Growth:** Demonstrate ongoing professional development and reflective practices, contributing to the continuous improvement of personal skills and service quality.
- **Safety Standards:** Uphold high standards of health and safety, ensuring risks are minimised, and incidents are managed effectively in line with organisational policies.

Selection Criteria

Essential

Qualifications

- Current Working with Children Check.
- A Diploma in OOSH or Early Childhood Education and Care (or evidence of working towards) is a requirement of this role.
- Current First Aid, Anaphylaxis, Asthma, and CPR certifications.

It is also essential that you have experience working in an Out of School Hours Care (OOSH) or similar childcare setting.

1. Personal attributes:

- A genuine passion for working with children and supporting their development.
- A positive and enthusiastic attitude, with the ability to engage with children, families, and colleagues effectively.
- Strong organisational and time-management skills to handle responsibilities efficiently.
- Ability to communicate effectively with all stakeholders involved in a childcare environment.
- Ability to work independently, be flexible, use initiative, and make sound decisions in a logical and considerate manner.
- Commitment to ongoing personal development and training.
- Demonstrated commitment to customer service.

2. Teamwork and initiative:

- Ability to work collaboratively in a team environment, contributing to a supportive and inclusive workplace culture.
- Proven leadership skills, including the ability to mentor and guide a team effectively.

- Willingness to take initiative and actively participate in planning and delivering activities.

3. Work ethic and reliability:

- Strong organisational and problem-solving skills with the ability to manage daily logistics and priorities.
- Commitment to maintaining a safe and nurturing environment for children.
- Punctuality and reliability in meeting work schedules and responsibilities.
- Commitment to upholding Work Health and Safety procedures applying to workplaces and SHARE's policies and procedures.

Desirable

- Demonstrated knowledge of the MTOP Framework, the NQS and Education and Care Services National Regulations.
- Current First Aid, Anaphylaxis, Asthma, and CPR training.
- Familiarity with program planning, documentation, and evaluation processes.
- Understanding of behaviour management strategies and techniques.
- Creative skills or interests that enhance children's experiences (e.g., arts, music, or sports).
- Knowledge of cultural competency and the ability to create inclusive activities for children from diverse backgrounds.

Key Physical requirements

(Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)

Activity	Frequency	Activity	Frequency
Standing/walking	Constant	Sitting	Frequent
Squatting/kneeling/stooping	Frequent	Running	Occasional
Bilateral gross hand manipulations	Frequent	Swimming	Occasional
Fine finger manipulations (keystrokes and writing)	Frequent	Lifting/carrying 10kg to 15kg	Occasional