

Fair Foundations

Position Description

Position Title:	OSHC Educator
Department:	Children Services
Reporting to:	Centre Coordinator/s
Location:	Head Office, 25 Barbara Street, Fairfield NSW 2165; and locations in the Fairfield LGA and Southwest Greater Western Sydney
Award/Classification:	Children's Services Award, Level according to experience and qualifications, plus 12% superannuation and benefits
Benefits:	▪ Generous salary packaging, up to \$18.5K per annum ▪ 17.5% Leave Loading ▪ Two Gifted Days per annum, pro-rata ▪ Employee Assistance Program (free counseling and mental health support) ▪ Discounts and Perks ▪ Career Development & Training ▪ Discounted Childcare services - 40% discount on out-of-pocket fees
Employment type:	Casual

About Fair Foundations

Born from the heart of the Fairfield community in 1973, Fair Foundations was founded by the people, for the people. Established by a group of volunteers who saw the urgent need to support migrants and refugees facing social isolation and disadvantage, we became a safe landing for our community, building trust through understanding and care. Today, we continue this work across Greater Western Sydney as a place-based organisation driving equity and community-led change, delivering programs that bridge language and cultural barriers, enable social inclusion, and empower the community to create solutions together.

Guided by our love for humanity and social justice, we work to disrupt the cycle of disadvantage and help people find their place and forge a fair future.

Our Purpose: We help people find their place and forge a fair future.

Our Mission: Creating strong communities and fulfilling lives by disrupting the cycle of disadvantage in Fairfield and Greater Western Sydney.

Our Vision: Empowered, inclusive, resilient, multicultural communities.

Our Values:

- **Grit:** We stay dedicated to supporting our communities in achieving their goals and aspirations.
- **Love:** Love for humanity is at the heart of everything we do, treating every person with kindness, empathy, and respect.
- **Excellence:** We are continuously improving to achieve outstanding outcomes and impact for our communities.
- **Equity:** We ensure that every person has the support and resources they need to build a fulfilling life.

- **Integrity:** In everything we do, we are accountable, we are honest, we are responsible.

Primary Purpose of the Position

Reporting to the Centre Coordinator/s, the OSHC Educator is responsible for facilitating the effective and efficient operations of Fair Foundations children's services and for ensuring that Fair Foundations centres are child-friendly, safe, healthy and stimulating learning environments where children's autonomy, initiative, self-worth, and dignity are upheld and valued.

They will participate in the planning and implementation of programs that meet the developmental, cultural, and individual needs of children.

Main Duties and Responsibilities

Children's Development

- Take all reasonable and practical steps to minimise risks and ensure the safety, health and welfare of oneself, all children, their families, colleagues and visitors, in accordance with applicable legislation and relevant Fair Foundations policies, procedures and guidelines.
- Ensure that services, programs and daily routines are of the highest standard, with the flexibility to meet the needs of families in the Fairfield LGA; services and programs that also integrate children with additional needs and/or from culturally diverse backgrounds.
- Ensure daily tasks are completed in line with Centre specific procedures.
- Assist with planning, implementing and evaluating daily activity programs, including programs that assist children with daily routines and developing basic skills.
- Link relevant programming and curriculum tasks to the approved learning framework of Early Year Learning Framework and contributing to the assessment and planning cycle
- Interact with children as individuals and as a group, always modelling appropriate behaviour in these interactions, which will always incorporate a social justice approach.
- Share responsibility for the safety and hygiene of children, their families, staff and students within the centre, ensuring appropriate cleaning and food handling practices and that the consumption of food and snacks is supervised.
- Assist in providing and maintaining information for children's developmental records.
- Actively supervise and engage with children indoors and outdoors.
- Assist children with daily routines such as toileting, dressing, eating, and sleeping.
- Involve children in the continual development and evaluation of Fair Foundations programs and ensure that the variety of activities cater for the varying developmental needs of children.
- Set up, clean, and put equipment away.
- Perform basic first aid.
- Fulfil duties associated with mandatory reporting guidelines in line with the Child Protection legislation and the service's policies.

Relationship with Families and the Community

- Warm and friendly interactions with all families, children and visitors.
- Convey information regarding the centre and its policies accurately to family members and the public.
- Respond to telephone and face-to-face enquiries from the public and always promote a positive image of Fair Foundations children's services centres.
- Respond to concerns in a timely manner and escalate appropriately and responsibly.
- Be informed and aware of the process of responding and addressing concerns raised by a child's family.
- Acknowledge that families are a valuable resource and develop positive relationships with them based on mutual respect and open communication.
- Respect the confidentiality of information relating to parents, children, and colleagues.

- Attend the service's social / community events as required.
- Value Aboriginal and Torres Strait Islander Cultures and always work to develop, maintain and improve cultural safety

Teamwork and Cooperation

- Provide positive, appropriate role-modelling to other team members, students, and volunteers at all times.
- Ensure communication between team members are always professional. This includes messages, emails and phone calls.
- Assume responsibility for reading and understanding the services' philosophy, policies, and procedures.
- Attend staff meetings and ensure a co-operative teamwork approach based of effective communication.
- Work with colleagues to maintain and continuously improve the standard of the services at Fair Foundations centres.
- Contribute to an atmosphere of trust, respect, and professionalism through practices of openness, tolerance and constructive conflict resolution.
- Participate in professional development opportunities as required and keep up to date with current industry trends. Knowledge gained is shared with colleagues.
- Contribute to the development of the Quality Improvement Plan.
- Accurately and promptly communicate all messages and report any issues to the HCS or executive team member.

Work Health and Safety (WHS)

- Provide safe, healthy and stimulating environments for children's learning, development and care that are consistent with the NQF and enhance children's autonomy, initiative, self-worth, and dignity.
- Be familiar with the centres' evacuation procedures and participate in emergency and evacuation procedures and drills.
- Follow relevant medical conditions policies and procedures to ensure children's individual medical conditions are managed appropriately.
- Carry out routine internal and external cleaning and tidying tasks in order to maintain a high level of hygiene and safety indoors and outdoors.
- Intervene wherever unsafe work practices are observed and report issues to the HCS as soon as practicable.
- In the event of a workplace accident/injury to a staff member, report the incident to the Centre Coordinator / Head of Children's Services (HCS) or an executive team member and complete an incident report within the same day.
- In the event of a workplace accident/injury to a child or parent, report the incident to the Centre Coordinator / HCS or an executive team member within two (2) hours and provide an incident report before the end of the shift.
- Comply with all policies relating to the use of digital devices, photography and social media.
- Act in accordance with Child Safe Organisation principles by:
 - Promoting a culture where children feel safe, respected and listened to
 - Upholding equity and diversity at all times, when interacting with children and their families
 - Participating in all child safety training and professional development
 - Reporting any breaches of child safety standards, professional conduct, or risk to children to the Nominated Supervisor or Approved Provider.

Professional Responsibilities

- At all times, demonstrate a commitment and adherence to the organisation's Code of Conduct,

Mission, and Vision, and model these behaviours within the culture of the team.

- Demonstrate a commitment to professional development.
- Always maintain an appropriate professional boundary with children
- Always uphold the reputation of the organisation by modelling professionalism consistent with organisational values and vision.
- Communicate clearly and always maintain professional boundaries with clients, staff, families, and community members.
- Act non-judgmentally, sensitively and with understanding towards others.
- Acknowledge and respect differences in personal beliefs and values.
- Undertake other duties consistent with the position when required and / or requested by the CEO.

Other assignments / projects

- Assist in events open days, as well as marketing of Fair Foundations
- Willingness to volunteer for a minimum of 2 fundraisers, in 1 year.
- Take part in cross-functional projects as assigned.

Qualifications, Experience and Skills

Essential criteria

- Relevant qualification in Early Childhood or related areas.
- Minimum of two years' experience in the Children's Services sector.
- Current Working with Children Check.
- Current NDIS Worker Screening Check.
- Current First Aid and CPR certificates.
- A current NSW Driver's license and the willingness and ability to drive and transport children and/or clients in an 11-seater vehicle to and from various locations
- National Child Safety Training 2026 Certificate
- The ability to work at other Fair Foundations Children's Services when required and or requested.
- Proven report writing skills and strong attention to detail.
- Excellent written and verbal communications skills.
- Demonstrated capacity to work with culturally and linguistically diverse communities.
- Demonstrate a commitment to Work Health and Safety and Cultural Diversity Principles.
- Able to work autonomously in a fast-paced team environment, and as a team player.

Knowledge, skills and attributes:

- Sound knowledge of statutory regulations for Children's Services industry and ACECQA framework.

Key Relationships

Works under the supervision of Centre Coordinators and maintains appropriate, effective relationships with:

- Team members
- External stakeholders e.g. Allied Health, Community organisations, clients' families/advocates and support networks.
- Relevant internal stakeholders.

Extent of Authority

- Within the guidelines of the position description.
- Will have freedom to act within established guidelines and instructions from the HDS to contribute to attaining Fair Foundations goals.

Working Conditions

Working conditions are as per employment contract.

At Fair Foundations, the safety and wellbeing of every child is a shared responsibility we carry with care and purpose. We are committed to creating work environments where children and young people feel safe, respected, included and heard. This commitment is embedded across all areas of our organisation, from leadership and policies to the everyday interactions we have with children, young people, and their families. It applies to everyone involved in our work, including staff, volunteers, students, contractors, families and members of the wider community.

All employees must adhere to and act in accordance with all Fair Foundations policies, procedures and guidelines including but not limited to the Fair Foundations:

- Code of Conduct
- Work Health and Safety
- Sexual Harassment and Victimisation
- Bullying
- Child Protection
- Privacy and Confidentiality
- Professional Boundaries
- Feedback and Complaints
- Vehicle Policy
- Cyber Security

Other Requirements

To be advised and/or as required.