

## **DIRECTOR OF OSHC (ST PETERS CAMPUS)**

**Reporting to:** Head of OSHC Services

**Location:** Concordia College,  
St Peters Campus, 71 Cumming Street  
Blackwood

**Classification:** As determined by the  
College within the current *Educational  
Services (Schools) General Staff Award  
2020*

**Tenure:** Fixed-term

**Time Allowance:** 28 hours per week, with  
the ability to work between 7:15am and  
6:00pm during Before School Care, After  
School Care, Vacation Care and Pupil Free  
Days.

### **Role Description**

The Director of OSHC is responsible to the Head of OSHC Services for the coordination and direction of activities in the OSHC and Vacation Care service at St Peters Campus. The Director ensures that quality care is provided to meet the individual and group needs of school age children in a respectful, supportive, equitable and inclusive manner.

### **Essential Requirements**

- a commitment to the faith life of the College and its Lutheran identity
- a minimum of a Diploma qualification and experience commensurate with the role
- completed Working with Children Check and Responding to Risks of Harm, Abuse & Neglect training
- Provide First Aid in Education & Care setting accreditation

## Selection Criteria

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### Knowledge & Experience

- Experience working in a team environment
  - Knowledge and experience appropriate to the role
  - Familiarity with relevant school policies, guidelines and procedures
  - Appropriate knowledge of digital technologies applicable to the role
  - Experience in a similar role previously
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### Personal Qualities

- Demonstrates alignment with the College values:
    - **Integrity** (Our actions align with our words, even when it is difficult.)
    - **Courage** (We embrace challenge and take healthy risks.)
    - **Aspiration** (We strive for continuous growth and improvement.)
    - **Care** (We show respect and kindness to ourselves and others.)
    - **Connection** (We welcome, include and appreciate others)
    - **Grace** (We show humility, gratitude and forgiveness)
  - Motivates and influences through exceptional communication and collaboration
  - Demonstrates excellent professional judgement, composure and resilience when faced with challenge
  - Openness to change and improvement
  - Ability to work in a demanding role, including working out of normal hours.
  - Projects positivity and displays genuine enthusiasm and optimism.
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