

ASSISTANT DIRECTOR OF OSHC (ST JOHN'S CAMPUS)

Reporting to: Head of OSHC Services

Location: Concordia College,
St John's Campus, 20 Highgate Street
Highgate

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

Tenure: Ongoing

Time Allowance: 1.0 FTE, 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 Assistant 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. The Assistant 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
- qualifications 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

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

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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