

EDUCATIONAL LEADER OSHC (ST JOHN'S & ST PETERS CAMPUS)

Reporting to: Head of OSHC Services

Location: Concordia College,
St John's Campus, 20 Highgate Street Highgate &
St Peters Campus, 71 Cumming Street Blackwood

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

Tenure: Casual

Time Allowance: While the position is casual in
tenure, the ability to work a maximum of 30
hours per week between the hours of 7:15am
and 6:00pm during both term weeks and school
holidays will be advantageous.

Role Description

The Educational Leader of OSHC is responsible to
the Head of OSHC Services for guiding the
educational program and practice during OSHC
and Vacation Care at St John's and St Peters
Campus. The Educational Leader 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
- minimum of an approved diploma level qualification
- 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

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.

Selection Criteria

Knowledge & Experience	<ul style="list-style-type: none"> • 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
People & Culture	<ul style="list-style-type: none"> • Work in a manner that supports the College's vision and role models the College's values framework. • Support a positive environment that promotes the College's values framework. • Promote positive conversation about the College and consistently show support for College initiatives and strategic plans, both within and outside the College. • At all times fosters appropriate and positive relationships with students, staff, and parents • Contributes to maintaining appropriate expectations for student behaviour
Responsibilities	<ul style="list-style-type: none"> • Ability to support staff with the planning, implementation and critical reflection of a play based program for school age children • Ability to ensure that quality care is provided to meet the individual and group needs of school age children in a respectful, supportive, equitable and inclusive manner • Ability to ensure a vibrant, interesting, varied and appropriate children's program is developed and implemented to meet the ongoing needs of the children • Ability to ensure that the philosophy, policies and procedures of the Service are upheld. This includes ensuring that the Christian beliefs and values of the school are also upheld and promoted • Ability to work in collaboration with the Head of OSHC Services and Assistant Director at St Peters Campus Blackwood to build a sense of team • Ability to ensure that activities and program reflect the outcomes and principles of My Time, Our Place within the National Quality Framework • Ability to ensure that documentation and observations of children are appropriately maintained
Competencies	<ul style="list-style-type: none"> • A lateral thinker and positive problem solver • Shows professional judgement and initiative • Appropriate knowledge of relevant digital technologies