

## QUALIFIED OSHC EDUCATOR

### Role Description

#### Function

The **Qualified OSHC Educator** provides support and assistance to students within the College's OSHC. This support will include working closely with individual and small groups of children on pre-prepared and structured programs.

#### Classification

Level 4 as per the *Educational Services (Schools) General Staff Award 2020*.

#### Tenure

This position is casual.

#### Conditions

Flexibility toward work schedules and requirements including being available to work extra or varied hours when requested.

#### Line Management

This position reports to the relevant campus Principal through the Head of OSHC Services.

#### Location

The flexibility and willingness to work across both Concordia College St Peter's Campus and St John's Campus when needed is highly desirable.

### Essential Requirements

#### Education & Qualification

The *Qualified OSHC Educator* has:

- Completed secondary school
- A Qualification and experience applicable to the OSHC Educator role
- a current WWCC
- a current RRHAN-EC certification
- Provide First Aid accreditation

#### Knowledge & Experience

The *Qualified OSHC Educator* has:

- 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

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## Selection Criteria

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- Capabilities**
- constructive and positive interactions with students, staff and parents
  - contributes positively and constructively to a team environment
  - has an understanding of the diverse needs of children in a classroom
  - excellent interpersonal skills
  - maintain staff, student and College confidentiality

- Competencies**
- able to assist teachers using a wide range of educational equipment
  - shows professional judgement and initiative
  - appropriate knowledge of relevant digital technologies
  - assist teachers with the implementation of learning programmes

- Personal Qualities**
- collaborative
  - supportive
  - reliable
  - organised
  - shows initiative
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