

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

This position will be primarily located at Concordia College St John's Campus, 20 Highgate Street, Highgate, however flexibility and willingness to work at the Concordia College St Peter'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

Selection Criteria

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
