

## Position Description

<b>Position:</b>	Casual Out of School Hours Care (OSHC) Qualified Educators
<b>Normal Hours of Work:</b>	Days to be negotiated 3 ¼ hour per day (2.45pm – 6.00pm) during term time
<b>Commencement Date:</b>	ASAP
<b>Line Manager:</b>	OSHC Director

## College Overview

Emmaus Christian College is an independent, non-denominational Christian school. We provide high quality Christian education to children and young people who are from Christian families that are actively involved in their local church and families who fully support the involvement of their children in the Christian teaching, life and expression of the school.

Emmaus Christian College is one school, two campuses. The Brooklyn Park Campus provides Early Learning to Year 6. The South Plympton Campus provides Foundation to Year 12. Both campuses offer a seamless pathway to Year 12, where children who have completed Year 6 at Brooklyn Park, have guaranteed entry into Year 7 at South Plympton.

Our aim is that our students will graduate as confident and compassionate young adults, well-equipped to take their place in the world. We seek to foster a commitment to Jesus Christ and a passion to live life in such a way as to bring honour and glory to God.

As a Christ-centred College, it is essential that our beliefs are lived and modelled by our staff. Therefore, we seek to employ staff whose lives are a genuine reflection of their Christian faith.

We want our students to:

<b>Belong</b>	to know others and be known
<b>Flourish</b>	to discover and grow into who they are in Christ
<b>Think</b>	to build their knowledge, apply their skills and discern the truth
<b>Respond</b>	to respond to the call of God in their lives

## Key Purpose

The OSHC Educator will be responsible for delivering the effective and efficient operation of the Out of School Hours Care Program in accordance with school policies, management guidelines and statutory requirements.

The OSHC Educator role is for **after school care** (2:45pm - 6:00pm on negotiated afternoons) during the school term.

At Emmaus Christian College we strive for our OSHC to be a place where children can be happy and engage in fun activities, rest, eat healthy snacks/food and receive a high standard of care. Our environment is safe and secure, providing time for homework and a mix of outdoor physical activities and indoor art, craft, drama (role playing), games, and free play.

## Key Responsibilities and Outcomes

- Establish positive relationships with students and their parents
- Facilitate programmed activities and supervise inside and outside free play
- Facilitate restorative behaviour management practices as necessary
- Assist children with homework as necessary
- Assist OSHC Director with other duties like completing role and/or signing children in if Director is busy with parents or phone calls
- Assist the OSHC Director in bringing about positive change in our OSHC service through expressing practical feedback and evaluating our programming, along with indoor and outdoor spaces
- Assist with food preparation, serving and clean up while following industry and College WHS policies
- Provide basic first aid as necessary
- Attend staff meetings as required
- Any other duties as directed by the Head of Junior School or OSHC Director

## College Expectations

All staff are expected to:

- Be a committed Christian with a passion for Biblically based Christian education.
- Contribute to the efficient and effective functioning of the team to meet College objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by the Executive Principal and/or OSHC Director.
- Perform their responsibilities in a manner which reflects and responds to continuous improvement.
- Support the policies and expectations of the College.

## Selection Criteria

- Be a committed Christian with a strong passion for Biblically based Christian education
- Be suitably qualified as an OSHC Educator, with qualifications as recognised by Australian Children's Education & Care Quality Authority (ACECQA) [guidelines](#).
- Experience working with children and young people.
- Be an energetic, friendly and well organised person.
- Strong relational skills with children, including interacting positively and respectfully, managing behaviour as required, and creating a warm and welcoming environment.
- Good knowledge of current OSHC best work practice (National Quality Framework and My Time Our Place for OSHC).
- High level of communication and interpersonal skills appropriate to working with other adults and communicating with parents of children in care.
- Current satisfactory Working with Children Check
- Qualifications in First Aid, and Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC)

## Submitting Your Application

**Closing Date:** 9:00am, Monday 10 April 2023

**Applicants should provide:**

1. A written application that addresses the selection criteria outlined in the position description.
2. Curriculum Vitae which provides full personal details, qualifications, previous employment and experience.
3. A completed [‘Application for Non-Teaching Position Form’](#).

Application submissions must be sent to [recruitment@emmauscc.sa.edu.au](mailto:recruitment@emmauscc.sa.edu.au) and include all three documents to be considered.

For further information, please contact Human Resources on 8292 3888 or [recruitment@emmauscc.sa.edu.au](mailto:recruitment@emmauscc.sa.edu.au)