



## Outside School Hours Care Lead Educator (Multiple Roles)

**Status:** Permanent Part Time.

**Commencement:** October 2019

**Position Location:** Burgmann Anglican School

**Line Management:** This position will be responsible to the Coordinator of OSHC and the Assistant Coordinator and ultimately to the Principal

Burgmann Anglican School is a 3 Year Old Preschool to Year 12 School with campuses located at Gungahlin and Forde.

The school prides itself on its innovative and creative approach to curriculum and education and its strong sense of community and pastoral care of the students and their families and the staff of the school. The school has a strong link with the Gungahlin Anglican Church which shares facilities and resources with the school.

### Duties

#### *General Responsibilities*

- Work collaboratively with the Coordinator and Assistant Coordinator of OSHC to support Educators, acting as an energetic role model who embodies passion, enthusiasm and commitment.
- Be jointly responsible for effective communications and marketing for the programs, including contributing to family news items.
- Assist in the development and implementation of the OSHC's Quality Improvement Plan.
- Assist in reviewing, updating and developing OSHC policies and procedures in consultation with both the school and OSHC communities.
- Maintain a safe working environment within the Education and Care National Law and Regulations, National Quality Framework (NQF) and Workplace Health and Safety Guidelines.
- Represent OSHC at events and meetings with educators, parents and external agencies.
- Assist to develop and implement a healthy menu.
- Adhere to Burgmann Anglican School policies and procedures.
- Conduct hazard identification and risk assessments and complete accurate incident/accident reports as required.
- Maintain personal hygiene and perform housekeeping and cleaning tasks.
- Attend relevant staff meetings and professional development opportunities.

- Any other duties specified by the Coordinator and/or Assistant Coordinator of OSHC.

#### *Program and Children*

- Develop, plan and implement an After School Care program for 5 to 12 year olds at the Valley/Forde Campus which is in line with the Framework for School Aged Care and adheres to all relevant legislation and regulations.
- Collaborate with other Lead Educators to develop, plan and implement a Holiday Care program for 5 up to 12 year olds at the Valley Campus which is in line with the Framework for School Aged Care and adheres to all relevant legislation and regulations.
- Create safe and healthy environments and spaces which aim to enhance children's development, engagement, initiative, self-worth, dignity and shows respect for their contributions.
- Work to ensure that children with additional needs are supported and included in all aspects of the program.
- Record observations of children for program planning purposes.
- Research and maintain knowledge of contemporary perspectives on high quality care and education practices.
- Seek and build collaborative professional relationships.
- Ensure that children are not discriminated against on the basis of gender, age, ability, economic status, family structure, lifestyle, ethnicity, religion, language, culture or national origin.
- Use appropriate behaviour modelling and language in guiding children's behaviour.

#### *Community and Families*

- Establish and maintain effective relationships with the school community, parents, government agencies and other stakeholders.
- Develop positive partnerships based on mutual trust and communication.
- Listen to and learn from families, in order to acknowledge and build upon their strengths and support them in their role of nurturing children.
- Maintain confidentiality and respect the right of families to privacy.
- Assist each family to develop a sense of belonging and inclusion.
- Assist in the orientation procedures for families.

#### **Selection Criteria**

- Diploma in Children's Services or other equivalent qualification approved by ACECQA or a tertiary qualification in Early Childhood or Education (or be working towards completion of either qualification)
- A current first aid certificate together with asthma and anaphylaxis training
- Current Working with Vulnerable People Registration
- Formal experience working with children, with a demonstrated ability to lead a team.
- Excellent oral, written and interpersonal communication skills, including the ability to liaise effectively with a variety of stakeholders.
- Thorough knowledge and understanding of the Framework for School Aged Care with a demonstrated ability to implement it into the programs.
- Demonstrated computer skills including Microsoft Office suite.

### **Salary, Terms and Conditions**

The successful applicant will be employed under the *Independent School ACT (Support and Operational Staff) Multi-Enterprise Agreement 2017*. Salary will be determined according to qualifications and years of experience.

### **The Application**

Applicants should provide the following documents via email to [employment@burgmann.act.edu.au](mailto:employment@burgmann.act.edu.au)

- Covering letter, addressing the criteria listed above and outlining how you would approach the position (no more than 3 pages in length).
- Curriculum vitae (no more than 4 pages).
- A certified copy of your academic transcript (where applicable)
- Working with Vulnerable People registration
- Details of three professional referees, preferably one referee should be the applicant's current minister.

The application should be addressed to:

The Principal  
Burgmann Anglican School  
4 The Valley Avenue  
Gungahlin ACT 2912

**Applications close: 9am, Monday 14 October 2019**