



## **Outside School Hours Care Assistant Educators (Early Childhood and Junior School)**

**Status:** Casual positions. Approved applicants will be placed on a Casual Register

**Position Location:** Burgmann Anglican School – Valley and Forde Campuses

**Line Management:** These positions will be responsible to the Director and Assistant Director of OSHC and ultimately to the Principal

Burgmann Anglican School is a Preschool to Year 12 school established in 1999 with 24 students. The school has a population over 1500 students across our Valley and Forde campuses.

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**

- Act as an energetic role model who embodies passion, enthusiasm and commitment.
- 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 the school and OSHC community.
- Maintain a safe working environment within the Early Childhood Regulations, National Quality Framework (NQF) and Workplace Health and Safety Guidelines.
- 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 Director, Assistant Director of OSHC and/or program Lead Educators.

## Program and Children

- Educators may be rostered across a combination of the following programs to assist with program implementation including providing input, feedback and reflection of:
  - After School Care for 3 to 8 year olds at the Valley Campus.
  - After School Care for 3 to 8 year olds at the Forde Campus.
  - After School Care for 8 to 12 year olds at the Valley Campus.
  - Holiday Care program for 5 to 12 year olds at the Valley Campus.
- Create safe and healthy environments and spaces which enhance children's development, engagement, initiative, self-worth and dignity and show respect for their contributions.
- Assist in the indoor and outdoor supervision of children. Actively engage with children in attendance ensuring they are accounted for at all times.
- Work to ensure that children with additional needs are supported and included in all aspects of the program.
- 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

- 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 the family to privacy.
- Assist each family to develop a sense of belonging and inclusion.
- Assist in the orientation procedures for families.

## Selection Criteria

### Essential

- Current Working with Vulnerable People Registration
- Experience working in the child care field with a demonstrated ability to work within a team.
- Excellent oral, written and interpersonal communication skills, including the ability to liaise effectively with a variety of stakeholders.

### **Desirable**

- Completed or actively working towards the following qualifications (or equivalent approved by ACECQA):
  - Certificate III in Children's Services;
  - Diploma in Children's Services;
  - Other tertiary qualification in Early Childhood or Education
- A current first aid certificate together with asthma and anaphylaxis training would be highly regarded
- Knowledge and understanding of the Early Years Learning Framework and the Learning Framework for School Aged Care.

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

The successful applicants will be employed under the *Independent School ACT (Support and Operational Staff) Multi Enterprise Agreement 2017-2020*. Salary will be determined according to qualifications and 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.

Applications should be addressed to:

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