



## **Application Packages for 2 Casual Positions: Out of School Hours Care (OSHC)**

- **Lead Educator**
  
- **Assistant**

Thank you for your interest in applying for the position of either:

1. Casual OSCH Lead Educator
- OR**
2. Casual OSCH Assistant at Samford Valley Steiner School.

The package for the above positions is enclosed. It is composed of:

1. Information for Applicants
2. Role Descriptions for:
  - Casual Lead Educator
  - Casual OSHC Assistant

Please read these documents carefully before seeking further information.

## Information for Applicants



Thank you for your interest in one of the two advertised positions.

The aim of this Information for applicants is to help you understand the selection process so that you can present your best case for appointment.

The basis for selection is the relative merit of each applicant in relation to the mandatory requirements and key responsibilities outlined below.

### Role Description

The Role Description should be read carefully. It provides information regarding the following:

1. Position title
2. Area
3. Location
4. Role Relationships
5. Role Context
6. Role Purpose
7. Key Accountabilities

### Remuneration

Dependent upon experience and qualifications

### Hours of Duty

Service Hours are Monday to Friday

- Before School Care: 6.30 am to 8.30am
- After School Care: 2.30pm to 6.00pm
- Vacation Care: 6.30am to 6.00pm

### How to Apply

Your application should include:

1. A clear statement as to which role you are applying for
2. A brief summary of your career, outlining relevant positions you have held and major responsibilities.
3. The names, positions and telephone contact numbers for at least two referees who can comment on your suitability for the position. – including a supervisor or management colleague from your most recent role.
4. Your application should be emailed to:  
sellis@samfordsteiner.qld.edu.au and marked **Confidential – OSHC Assistant/Lead Educator (the role you are applying for)**.

### Closing Date

Applications open until positions are filled.

### Selection Process

All applications received will be acknowledged. If you do not receive confirmation of your application, please contact the office on 07 3430 9600 or email sellis@samfordsteiner.qld.edu.au.

Short listed applicants will be contacted by phone and will be required to attend a face-to-face interview.

### Contacts for Further Information

If you require further information after reading this information package, please ring the office on 07 3430 9600 and ask to speak to Shannon Ellis or Kylie Turner. If they are not immediately available when you call, please leave your business hours and after hours contact numbers and one of them will return your call.

## ROLE DESCRIPTION

### OSHC Lead Educator – Samford Valley Steiner School



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| <b>Position Title</b>         | <b>OSHC Lead Educator</b>   |
| <b>Area</b>                   | Early Childhood & Primary School  |
| <b>Position Reports to</b>    | OSHC Coordinator<br>School Director   |
| <b>Role Location</b>          | Brisbane (Samford Valley)   |
| <b>Key Role Relationships</b> | School Director<br>Economic Development Manager<br>Primary School Faculty Director<br>Early Childhood Faculty Director<br>Teachers<br>Students<br>Parents |

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| <b>Role Context</b>   |
| <p>Samford Valley Steiner School (SVSS) has experienced considerable growth since its inception in 1987, most notably over the past five years. This growth has included a High School operating since 2006, significant capital works, an increase in both students and staff and, importantly, a change of focus from pre- and primary education to 'whole school'. Anthroposophy and the developmental picture of the human being is the underpinning of Steiner education philosophy. The school has a Senior Leader Team (SLT) consisting of the School Director, Early Childhood Director, Primary School Director, High School Director, Economic Development Manager (EDM), and the Chairperson of the College of Teachers (COT), which develops the pedagogical direction and vision from a deep understanding of Steiner's indications and child development perspective. Teachers creatively translate this vision and direction into observable and practical actions in a way which engages and develops students.</p> <p>The Outside School Hours Care service offers support, Before School, After School and Vacation Care, to parents and staff of the school, providing care for children, that is nurturing and aligned with school philosophy, before and after school.</p> <p>The OSHC Lead Educator must be willing to learn, engage and work from our Vision and Core Principles at Samford Valley Steiner School. <a href="https://www.samfordsteiner.qld.edu.au/about-us/vision/">https://www.samfordsteiner.qld.edu.au/about-us/vision/</a></p> <p>The Outside School Hours Care (OSHC) Lead Educator is responsible in the absence of the OSHC Coordinator for managing the effective and efficient operation, including pedagogy, enrolments, staffing, finances, administration and compliance, of the Outside School Hours Care Service in accordance with the policies, directions and delegations of the School Director of Samford Valley Steiner School.</p> <p>The OSHC Service is to be aligned to the Department of Early Childhood Education and Care &amp; the Steiner Curriculum.</p> |

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| <b>Key Accountabilities</b> |
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**The OSHC Lead Educator role will consist of but not be limited to the following tasks:**

- Ensure when in charge that all administrative needs of the service are met in a timely and effective manner
- Ensure compliance with all Government regulations, Legislation and Standards
- Manage OSHC Assistants ensuring there are suitably qualified staff numbers for every session of operation in accordance with the National Quality Framework for OSHC educator to child ratios.
- Ensure that all communications with families are met in a timely and professional manner
- Strengthen parent and community confidence in the School by always acting professionally with due consideration and awareness of issues of sensitivity and confidentiality.
- Safety is a priority for all SVSS staff. All staff employed in any capacity by SVSS are expected to understand and effectively apply safety policies and practices as relevant to their role
- Ensure the good physical and mental health and safety of students using the service through maintaining a thorough understanding of School policies and procedures (including the Well Being Policy), as well as knowledge of and compliance with emergency and accident procedures, undertaking all actions necessary and holding a conscious awareness of real and potential safety concerns.
- Ensure that your own training and development is appropriate to fulfil your role.

**Duty of Care**

Ensure the good physical and mental health and safety of children at the School through maintaining a thorough understanding of School policies and procedures (including the Social Health and Well Being Policy), as well as knowledge of and compliance with emergency and accident procedures, undertaking all actions necessary and holding a conscious awareness of real and potential safety concerns.

**Key Skills**

The skills and requirements of this position are:

- Possession of appropriate qualification: i.e hold (or be working towards) an approved 2 year Diploma level qualification or higher in a relevant area of study (PDF, 222KB) as listed on the ACEQUA.
- Ability to communicate and interact effectively with staff, parents and members of the public.
- Demonstrated ability to assist in the planning, implementation and evaluation of childcare programmes.
- Demonstrated understanding of the needs and interests of children aged from 0-6 years.
- Ability to work within the legislation relating to child care services.
- Knowledge of or an ability to acquire knowledge of procedures, policies, regulations and standards which impact upon the position and a knowledge of contemporary human resource management issues such as workplace health and safety, equal opportunity, and anti-discrimination.
- Current First Aid and Resuscitation certificate.
- Current Blue Card registration.
- Ability to work effectively with other members of the childcare team.
- Ability to work effectively with and work alongside work experience students.
- Ability to work effectively with parents and children using the centre.
- Ability to provide a stimulating, enjoyable, caring and safe environment for children using the childcare centre facilities, ensuring that the standards required by state regulation and national accreditation principles are adhered to.

- To provide the development, implementation and evaluation of developmental programmes and daily routines to ensure that the needs of children and parents are catered for.
- To accept and respond warmly to children’s behaviour, different developmental levels and special needs to ensure that the environment at the centre is conducive to early childhood development.
- To use positive forms of behaviour management that enhances the self esteem of children.
- To maintain the safety and hygiene of children in care at its optimum at all times to ensure that children are not exposed to any risks.
- To form and maintain relationships with the families and offer empathy, understanding, kindness and referral to the School Director if necessary.
- To understand and respect parents and children with different cultural and ethnic backgrounds and different child rearing practices to ensure that diversity is valued by the centre and to encourage parents to feel comfortable discussing issues relating to the care of their child.
- To oversee the setting up and packing away of equipment and requisites used by children and ensure storage areas are well organized and tidy; and floor coverings, furniture, equipment and toys are clean and maintained to a safe and hygienic standard.
- To contribute to the direction of the child care centre team by participating in meetings and providing input to review policies, systems, and processes within the centre to ensure flexible and responsive service delivery that meets and exceeds client expectations.
- To contribute to the team by developing and utilizing effective communication lines with other members and providing support of others as needed to ensure cohesion and consistency in approach.
- To be aware of policies, principles and legal requirements in relation to Equal Employment Opportunity, and Health and Safety, reporting and acting on conditions liable to impact on the well-being of children and staff.
- To provide, implement and evaluate developmentally appropriate programmes and daily routines to ensure that the needs of children and parents are catered for.
- To use positive forms of behaviour management that enhances the self esteem of children.

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| <b>Approval:</b>                  | <b>OSHC Lead Educator</b>    | <b>School Director</b> |
|                                   | Name:<br>_____               | Name:<br>_____         |
|                                   | Signature:<br>_____          | Signature:<br>_____    |
|                                   | Date:<br>_____               | Date:<br>_____         |
| <b>Received By HR/<br/>Admin:</b> | Signature: _____ Date: _____ |                        |



**ROLE DESCRIPTION**  
**OSHC ASSISTANT- Samford Valley Steiner School**

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| <b>Position Title</b>         | Outside School Hours Care (OSHC) Assistant, Samford Valley Steiner School  |
| <b>Area</b>                   | Outside School Hours Care  |
| <b>Position Reports to</b>    | OSHC Coordinator   |
| <b>Role Location</b>          | Brisbane (Samford)   |
| <b>Key Role Relationships</b> | OSHC Coordinator<br>OSHC Lead Educator<br>School Director<br>Primary School Administrator<br>Teachers<br>Students<br><br>Parents |

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| <b>Role Context</b>  |
| <p>Samford Valley Steiner School (SVSS) has experienced considerable growth since its inception in 1987, most notably over the past five years. This growth has included a High School operating since 2006, significant capital works, an increase in both students and staff and, importantly, a change of focus from pre- and primary education to ‘whole school’. Anthroposophy and the developmental picture of the human being is the underpinning of Steiner education philosophy. The school has a Senior Leader Team (SLT) consisting of the School Director, Early Childhood Director, Primary School Director, High School Director, Economic Development Manager (EDM) , and the Chairperson of the College of Teachers (COT), which develops the pedagogical direction and vision from a deep understanding of Steiner’s indications and child development perspective. Teachers creatively translate this vision and direction into observable and practical actions in a way which engages and develops students.</p> <p>The Outside School Hours Care service offers support, Before School, After School and Vacation Care, to parents and staff of the school, providing care for children, that is nurturing and aligned with school philosophy, before and after school.</p> <p>The OSHC Lead Educator must be willing to learn, engage and work from our Vision and Core Principles at Samford Valley Steiner School. <a href="https://www.samfordsteiner.qld.edu.au/about-us/vision/">https://www.samfordsteiner.qld.edu.au/about-us/vision/</a></p> |
| <b>Role Purpose</b>  |
| <p>The Outside School Hours Care (OSHC) Assistant assists the OSHC Coordinator and OSHC Lead Educator in managing the effective and efficient operation, including pedagogy, administration and compliance, of the Outside School Hours Care Service in accordance with the policies, directions and delegations of the Director of Samford Valley Steiner School. The OSHC Service is to be aligned to the Steiner Curriculum.</p>  |
| <b>Key Accountabilities:</b>   |

1. Program planning, implementation and evaluation
  - Assist in the planning of the program – new ideas are always welcome. Use your initiative to change and adapt the daily activities to suit the children’s needs and interests.
  - Assist in the preparation and supervision of activities and mealtime routines while demonstrating the ability to be flexible and spontaneous as the need arises.
  - Evaluate programs regularly and make appropriate modifications and recommendations to meet the needs of children.
  - Be aware of children with special needs and the inclusive practices of the service.
  
2. Resource Maintenance
  - Inform the Co-ordinator if supplies are running low.
  - Monitor equipment and resources usage to ensure they are being used appropriately and effectively.
  
3. Administrative duties/Teamwork
  - Complete all program evaluations and observations in a timely manner
  - Fill out timesheets daily
  - Ensure service routine checklists are completed.
  - Understand your responsibilities as a member of the OSHC team. Provide support and assistance to other educators, as required. Communicate regularly with Co-ordinator and other educators regarding the children.
  - To attend and actively participate in staff meetings as called by the OSHC Co-ordinator.
  
4. Reporting, Accountability and Compliance
  - Be fully aware of and attentive to all children in your care. Know where each child in your care is and understand your duty of care.
  - Follow directions of the Co-ordinator. Be able to ask for advice or assistance when needed. Discuss all issues of concern with the Co-ordinator.
  - Adhere to the respective dress code and uniform of the service.
  - Adhere to the code of conduct in all situations and promote the reputation of the service.
  - Be flexible with working hours as the need for change arises. Demonstrate professionalism in all aspects of work. Arrive on time and ready to work.
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  - Food Preparation
    - Encourage the children to use effective hand washing and food handling procedures.
    - Follow recognised guidelines in relation to food handling and storage.
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  - Health and Safety
    - Ensure daily duties and/or cleaning tasks are completed. If unsure of anything, ask the Co-ordinator or other educators for further information and support
    - Participate in the service’s risk management process and implement safe work practices at all times.

- Report all incidents/accidents to the Co-ordinator immediately. Be aware of children's medical and/or dietary issues and the procedure for recording this information and the administration of medication.
- Check equipment daily, remove broken equipment, report maintenance needs, keep room tidy and generally care for the appearance of the service.

#### 5. Families

- Encourage parent involvement in the service program
- Maintain confidentiality.
- Be sensitive and understanding of the different needs of families.
- Greet families in a warm and friendly manner. Share positive information with parents about their child's day. Refer parents to the Co-ordinator if their child has been involved in an incident or accident during the day.
- Respect the confidentiality of families should you have access to their personal information. Never share this information in an unprofessional context.
- Participate in parent and/or fundraising activities of the service from time to time

#### 6. Children

- Develop positive relationships with children, showing respect at all times.
- Encourage children to develop independence and responsibility.
- Provide effective supervision and exercise effective group management with the children in your care.
- Communicate with the children in a caring, compassionate and respectful manner. Be attentive and understanding of each child's individual needs
- Be flexible in following the changing interests and needs of the children. Be clear about the rules of supervision and the service behaviour management and reward processes and implement them consistently. Report any serious behaviour concerns to the Co-ordinator.
- Model appropriate behaviours for children and other adults at all times.

#### 7. National Quality Standards

- Actively participate in the service's National Quality Standards processes.

#### 8. Policies and Procedures

- Demonstrate knowledge and understanding of all service policies and procedures and implement the relevant aspects.

#### 9. Professional Development

- Demonstrate commitment to ongoing professional development.
- Attend relevant training, as required, including regular staff meetings.
- Ensure knowledge and skills are up to date with current practices and trends in the OSHC sector.
- Ensure appropriate qualifications for the position are maintained.

#### 10. Duty of Care

- Ensure the good physical and mental health and safety of children at the School through maintaining a thorough understanding of School policies and procedures (including the Social Health and Well Being Policy), as well as knowledge of and compliance with emergency and accident procedures, undertaking all actions necessary and holding a conscious awareness of real and potential safety concerns.



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| <b>OSHC Assistant</b><br>Name: _____<br>Signature: _____<br>Date: _____ | <b>School Director</b><br>Name: _____<br>Signature: _____<br>Date: _____ |
| Received by HR/Admin:<br>Signature: _____ Date: _____                   |  |