



## **Application Packages for Lead Educator - Out of School Hours Care (OSHC)**

Thank you for your interest in applying for the position of OSCH Lead Educator at Samford Valley Steiner School. This is a Permanent Part Time Position of 25 hours per week commencing April 2024.

The aim of this Application Package 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 role description and the selection criteria outlined below.

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

This package is composed of information about the position, application instructions and the role description.

Please read this application package carefully before seeking further information.

Yours sincerely,

**Georgia Walter**  
**OSHC Coordinator**

### **Our Vision**

Advancing social and cultural renewal through sound anthroposophical application.

### **Our Values**

Samford Valley Steiner School values excellence in education based on honesty, tolerance, reverence, responsibility and hard work.

### **Core Principals**

- SVSS values teachers' inner willingness to teach out of Steiner's human developmental picture in order to deliver a living pedagogy.
- SVSS teachers deliver a rigorous and balanced curriculum through the inclusion of the arts, movement and academics; inspired by the unique nature of the main lesson.
- Professional development in the light of anthroposophy is provided and expected to be pursued with an ongoing commitment.
- Staff and students learn through lived experiences in a beautiful and nurturing natural and built environment.
- SVSS's structure provides a stable framework through collaborative heart leadership.
- SVSS values and respects the uniqueness and dignity of each student, nurturing and supporting each individual's potential to emerge as a resilient, ethical human being.
- Clear, transparent communication which fosters warm, caring relationships and recognises individual contributions, encouraging community growth.



## Information for Applicants

Thank you for your interest in the advertised position. 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

The Lead Educator will work **25 hours a week** with the potential for more hours in the future. Programming time will be allocated during working hours.

### Probation

There is a 6-month probationary period.

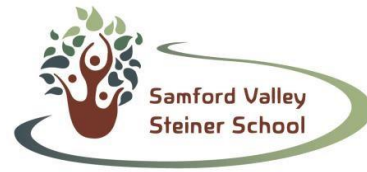
### Qualifications

Essential qualifications:

- Minimum of a Diploma in Early Childhood Education.
- Hold or willing to obtain Blue Card (working with Children Check).

Desirable:

- Restorative Practice Training
- Experience working with students with additional needs.
- First Aid training
- Training and/or experience in Steiner Education
- Experience in programming.
- Experience using Qikkids



## How to Apply

Your application should include:

### 1. Cover Letter

Please provide a tailored cover letter introducing yourself and explaining your interest in the position. Highlight your relevant skills, experiences, and accomplishments that make you a strong candidate for the role. The cover letter should not exceed one page.

### 2. CV/Resume

Attach your updated CV/Resume outlining your educational background, work experience, key achievements, and any relevant certifications or awards. Ensure that your CV/Resume is well-organised and easy to read. If you have a portfolio or any additional materials that showcase your work, you are welcome to include them as well. Please include the names, positions and contact numbers for two referees who can comment on your suitability for the position.

### Submission Instructions:

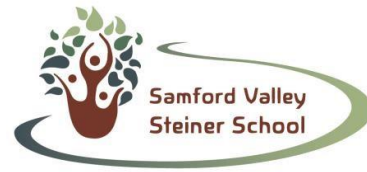
Please email your application in a PDF format to [workwithus@samfordsteiner.qld.edu.au](mailto:workwithus@samfordsteiner.qld.edu.au) marked *Confidential – OSHC Lead Educator 2024*.

### Closing Date

We encourage interested applicants to submit their applications as soon as possible, as applications will be reviewed as received until the position is filled.

### Contacts for Further Information

For further information please contact Georgia Walter, OSHC Coordinator  
[gwalter@samfordsteiner.qld.edu.au](mailto:gwalter@samfordsteiner.qld.edu.au)



## **Role Description**

### **OSHC Lead Educator**

**Area: Administration**

**Reports to:** OSHC Coordinator and School Director

**Key Role Relationship:** School Director, Economic Development Manager, Primary School Faculty Director, Early Childhood Faculty Director, Teachers, Students, Parents

### **Role Context:**

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.

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.

The OSHC Lead Educator must be willing to learn, engage and work from our Vision and Core Principles at Samford Valley Steiner School. <https://www.samfordsteiner.qld.edu.au/about-us/vision/>

### **Role Purpose:**

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. The OSHC Service is to be aligned to the Steiner Curriculum.

### **Key Accountabilities:**

**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 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.
- 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 and experience.
- 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 4-6 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 childcare 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.

**Signature of Employee:**

**Signature of Supervisor:**

**Date:**

