



CARDIJN
COLLEGE
GALILEE

**Out of School Hours Care (OSHC) Worker
Job and Person Specification
Education Support Officer (Grade 1)
Casual Pool**

To commence ASAP.

Cardijn College is an R-12 co-educational Catholic school in the Marist tradition, deeply inspired by the method of College patron Joseph Cardijn with a foundation built on the three pillars of his teachings; to See, Judge and Act. Educating and inspiring students in the beautiful Southern Vales region of Adelaide since 1984, Cardijn has grown to encompass three schools, each with distinct offerings.

Cardijn College Galilee at Aldinga offers Reception to Year 7, expanding to include Year 8 in 2022 and Year 9 in 2023. Cardijn College at Noarlunga Downs offers Years 7-12 and is renowned for academic excellence and a vibrant extra-curricular program. Cardijn College Marcellin at Christie Downs provides a wide variety of vocational education and training opportunities for students in Years 10 – 12 and beyond, with relationships that extend well into their careers.

With a current enrolment of 1750 students and 240 staff, Cardijn College is an institution which strives to be a beacon of faith in the community, with students who have enormous influence and impact on both a local and global level.

Role Specification

The OSHC Worker will support the OSHC team at Cardijn College Galilee in the provision of quality OSHC services. The OSHC Worker will be responsible for assisting the OSHC service to lead a balanced and engaging learning environment which is centred upon the needs of the children and outlined in the National Quality Standards.

Person Specification:

The OSHC Worker Cardijn College Galilee will possess:

- An understanding of and a capacity to support the Catholic ethos of the college.
- Experience working in an OSHC service, and in particular assisting to implement the children's program learning framework "My Time our Place" and the National Quality Standards.
- An ability to interact with students in a positive, sensitive, and respectful manner.
- The ability to assist parents in a sensitive supportive and professional manner.
- An ability to work with individual children with particular needs and implement positive behaviour education practices and procedures.
- An ability to be resourceful, flexible and self-motivated to work independently.
- The ability to maintain a high level of confidentiality in relations to staff, students, and families at the College.

Required Skills, Knowledge and Experience:

The OSHC Worker Cardijn College Galilee will possess:

- Current certification or currently studying an Early Childhood teaching or Junior Primary / Primary teaching and Recreation or Child Care Diploma Course or licensing approved equivalent (check ACECQA).
- Excellent written, verbal, and interpersonal communication skills with the ability to engage with people from varying backgrounds.
- Exceptional interpersonal skills to nurture respectful relationships with students, parents, OSHC staff and the wider school community.
- Demonstrated ability to work independently and with minimal supervision when required.
- Demonstrated ability to work collaboratively and as part of a team.
- Exceptional time management, organisational, planning and evaluation skills.
- Well-developed observation and reporting skills.
- Working With Children Check (WWCC) and approved Clearance to work in Catholic Education SA.
- Responding to Abuse and Neglect – Education and Care (RAN-EC) certification.
- First Aid, Basic Emergency Life Support certifications.

Employment Conditions and Benefits:

Cardijn College Galilee provides a supportive, inclusive and stimulating work environment, with access to outstanding facilities and resources to enable excellence. The employment terms and conditions are governed by the South Australian Catholic Schools Enterprise Agreement 2017.

- The casual hourly rate for this position commences at \$27.85 per hour in accordance with the South Australian Catholic Schools Enterprise Agreement 2017.
- Hours of work during term time will vary across a weekly roster depending on ratio requirements. Before school care shifts will commence approximately from 7:00am and after school care shifts will start from 2:30pm. Shifts will be a minimum of 2 hours.
- During school term breaks (vacation care) hours will be negotiated with the OSHC Director to reflect the needs of the Vacation Care Program.

Applications:

If you are interested in this outstanding opportunity, please include the following in your application:

- Cover letter outlining your strengths against the Role Specification, Person Specification and Required Skills, Knowledge and Experience (2 pages)
- Resume, including the names and contact details of two referees: - one of which must be your current employer (2-3 pages)
- All documents to be submitted as pdf files

Please submit your applications online <https://cardijncollege.bamboohr.com/jobs> by **9:00am Wednesday 28 April 2021**.

ESO – Out of School Hours Care (OSHC) Worker Position Information Document 2021

Name

Responsible to OSHC Director and ultimately to the Principal

Employment Status Casual

Classification Early Childhood Education/OSHC Stream

Grade ESO – Grade 1

Commencement

Hours per Week Variable

Weeks per Year 48 Weeks

Broad Purpose

Out of School Hours Care (OSHC) and Vacation Care services provide supervised learning play-based activities and care for students in years R-7 at Cardijn College Galilee. The OSHC Worker will work collaboratively with colleagues, parents/caregivers and the school community to provide care within the Cardijn College Galilee OSHC service that is responsive to the needs of individual children and their families, and provides a safe, diversified and stimulating learning play-based environment for all children in its care.

Description of Position

The OSHC Worker will support the OSHC team at Cardijn College Galilee in the provision of quality OSHC services. The OSHC Worker will be responsible for assisting the OSHC service to lead a balanced and engaging learning environment which is centred upon the needs of the children and outlined in the National Quality Standards. In this role, the OSHC Worker will have well developed relational skills and the outstanding ability to communicate effectively with staff, the wider College community, students, and their families. The OSHC Worker will work collaboratively with the OSHC Director to understand legalities and regulations to ensure effective and efficient delivery of the OSHC program in accordance with College policies, management guidelines and statutory requirements.

Key Working Relationships

- OSHC Director
- Head of Cardijn College Galilee
- College Staff
- Students
- OSHC families and school community

KEY AREAS OF WORK

The OSHC Worker will

- Support the Catholic ethos of the College.
- Assist in the implementation of the children's program (My Time our Place) under supervision.
- Form positive relationships and appropriate interactions with children and families.
- Contribute to a team approach to education and care for the inclusion, support and care of children.
- Assist in the implementation of daily care routines.
- Assist children with personal hygiene where needed.
- Provide a safe and healthy environment for children, assisting the OSHC Director to ensure that the premises and facilities are secure, hygienic and in good condition.
- Assist in the preparation, implementation and evaluation of developmentally appropriate programs for children reflecting the multi-cultural and social nature of the community and in keeping with the National Quality of Standards.
- Assist in the provision of support for additional needs of children with complex health support needs and/or disabilities.
- Be responsible for food preparation in accordance with food safety regulations.
- Refer families to the OSHC Director or Assistant OSHC Director in a sensitive, supportive and professional manner.
- In consultation with the OSHC Director, implement positive behaviour management procedures.
- Liaise with the OSHC Director and staff to maintain clear lines of cooperation and communication.
- Provide objectively written and oral observations of children while maintaining confidentiality.
- Ensure that children's records are maintained and continually updated.
- Assist in ensuring that equipment is safely stored and well maintained.
- Assist in the preparation of materials and equipment and packing up of the indoor and outdoor environment as planned in the program.
- Deal with emergencies and hazards, direct other staff accordingly and report to the OSHC Director as soon as possible.
- Support the service in attaining and maintaining OSHC Quality Assurance.
- Work in accordance with OSHC National Standards for South Australia.
- Attend staff meetings as required.

PERSON SPECIFICATIONS

The OSHC Worker will possess:

- Excellent written, verbal, and interpersonal communication skills with the ability to engage with people from varying backgrounds.
- An ability to interact with students in a positive, sensitive, and respectful manner.
- The ability to assist parents in a sensitive supportive and professional manner.
- Demonstrated ability to work independently and with minimal supervision when required.
- Demonstrated ability to work collaboratively and as part of a team.
- Exceptional time management, organisational, planning and evaluation skills.
- An ability to assist to implement a program which reflects the multicultural and social nature of the community and which promotes the principles of equal opportunity.
- The ability to work with individual children with particular needs.
- An ability to implement positive behaviour education practices and procedures.
- Well-developed observation and reporting skills.
- The ability to maintain confidentiality at all times.

WORK HEALTH AND SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker while at work you must;

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 27 and 28 WHS Act 2012

SPECIFIC REQUIREMENTS

Acquire and maintain:

- Current certification or currently studying an Early Childhood teaching or Junior Primary / Primary teaching and Recreation or Child Care Diploma Course or licensing approved equivalent (check ACECQA).
- A Working with Children Check (WWCC) and approved Catholic Police Clearance to work in Catholic Education SA.
- Responding to Abuse and Neglect- Education and Care (RAN-EC).
- First Aid, Basic Emergency Life Support certifications.

Other

- Any other duties as directed by the Principal.

PERFORMANCE REVIEW

- The employee must undertake performance review on an annual basis
- On the first anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate

SIGNED _____ Date _____
(Principal or Delegate)

SIGNED _____ Date _____
(Employee)

ROLE REVIEW DATE _____

PERFORMANCE RE
VIEW DATE _____