



POSITION DETAILS

REPORT TO:	OSHC Director
FTE:	As negotiated
CLASSIFICATION LEVEL:	Level 1.3, 3.1 or 4.1 (As per relevant qualification)

JOB SPECIFICATION

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. These schools provide an education of academic excellence consistent with the teachings of the Bible, to children of many Christian denominations. They teach and train students in all aspects of life in such a way that God is seen as the centre of everything. They are an extension of the home and help parents fulfil the God-given mandate to bring up their children in His ways.

The primary corporate service functions of ACS are based at the Kings Park office for Sunrise schools, international schools, and ELCs.

POSITION OVERVIEW

Position Summary	The OSHC Casual Educator is responsible for assisting the OSHC Director in implementing the OSHC program. This role is a casual role only on an 'as required' basis.
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KEY RESPONSIBILITIES

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Program Development and Implementation	The OSHC Casual Educator is required to assist the OSHC Coordinator in <ul style="list-style-type: none"> • implementing activities for the children that are developmentally appropriate; • providing a safe and healthy environment for the children;



	<ul style="list-style-type: none"> • working within the OSHC policies, procedures and timetables; • meeting individual needs of children according to the spiritual, education, care and recreational philosophy of the programme; • assisting children with personal hygiene where appropriate; • dealing with emergencies and hazards in accordance with OSHC and OHSW policies.
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PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

QUALIFICATIONS	<ul style="list-style-type: none"> • Minimum Certificate III in Children’s Services or equivalent ACECQA approved qualification (for OSHC Qualified role). • First Aid Certificate (for OSHC Qualified role).
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Excellent verbal and written communications skills are required. • The ability to interact with children, parents and staff in a positive, sensitive and respectful manner. • Effective observation and reporting skills. • Ability to supervise children in a safe and effective manner.
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre. • A mature faith and active involvement in a local church. • A proven lifestyle founded on Biblical Christian principles. • A life that demonstrates the indwelling of the Holy Spirit. • A willingness to affirm the foundation statements and principles promulgated by the School and ACS. • A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.



EXPERIENCE	<ul style="list-style-type: none"> • Previous experience working with children is essential.
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of the ability levels of primary school age children.
OTHER CONDITIONS	<ul style="list-style-type: none"> • A current satisfactory WWCC (Working with children check) will be required at commencement of employment. • Proof of completion of Responding to Risks of Harm, Abuse & Neglect will need to be presented at commencement of employment.

The requirements of this job & person specification are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job & person specification should be read in conjunction with the employee’s current Employment Agreement and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Manager. The Principal may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Authorised by: _____
Principal Sunrise Christian School

Date _____

Accepted by: _____
Applicant

Date _____