



## OSHC Permanent part-time Team Leader

<b>Position Title</b>	OSHC Team Leader
<b>Department</b>	Outside School Hours Care (OSHC)
<b>Reports to</b>	Head of Primary (OSHC Manager)
<b>Direct Reports</b>	OSHC Service Leader
<b>Overview</b>	<p>St Peters Lutheran College is the pre-eminent co-educational day and boarding school in Brisbane.</p> <p>The position of OSHC Team Leader supports the Service Leader and Assistant Service Leader to provide high-quality outside school hours care, contributing to the wellbeing, development, and learning of children in a safe, inclusive, and Christian environment.</p> <p>Reporting to the OSHC Service Leader, the OSHC Team Leader is a support role in our dynamic team responsible for delivering an engaging and developmentally appropriate care program. This role is aligned to the College's Strategic Intent to foster community, develop the whole child, and uphold Christian values.</p> <p>This is a vital leadership opportunity for a passionate and experienced educator who will contribute to the ongoing success of St Peters Lutheran College Springfield OSHC.</p> <p>Working under the direct supervision of the OSHC Service Leader, you will actively contribute to a positive workplace culture, maintain high standards of care and professionalism, and foster genuine partnerships with families and staff.</p> <p>Key to the success of this role is a passion for working with children, strong administrative and leadership skills, emotional maturity, and commitment to continuous quality improvement.</p>
<b>Key Accountabilities</b>	<ul style="list-style-type: none"><li>• Support the effective and efficient daily operation of the OSHC service in conjunction with the OSHC Service Leader and assume delegated leadership responsibilities in their absence.</li><li>• Assist in the planning, delivery, and evaluation of a high-quality school-aged care program using the "My Time, Our Place" framework.</li><li>• Lead by example, promoting professional conduct, positive communication, and ethical behaviour in line with Christian values.</li><li>• Maintain accurate records and complete documentation including program planning, incident reports, attendance, and compliance tasks.</li><li>• Provide informal mentoring, guidance, and support to other team members to build capability and teamwork.</li><li>• Effectively use and support others in the use of digital platforms (e.g., Xplor Home, Playground).</li><li>• Ensure the OSHC service remains compliant with all applicable laws, standards, and policies including the National Quality Framework and QLECS requirements.</li><li>• Undertake administrative processes as directed, such as rostering, shopping for supplies, and preparing for events (e.g., Open Days).</li><li>• Promote and contribute to the Service's Quality Improvement Plan and self-assessment processes.</li></ul>



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	<ul style="list-style-type: none"> <li>• Represent the OSHC service and College positively when engaging with families and the broader community.</li> <li>• Attend staff meetings, training, and professional development as directed.</li> <li>• Support the health, safety and wellbeing of children, families and staff by upholding WH&amp;S policies and reporting concerns promptly.</li> <li>• Foster the Christian ethos of the Service by supporting chapel events, celebrations, and the spiritual life of the community</li> <li>• Perform other duties as reasonably directed by the OSHC Manager or a member of the College Leadership Team.</li> </ul>
<b>Committee Membership</b>	As delegated by the OSHC Service Leader and Head of Primary
<b>Selection Criteria</b>	<p><b>Experience and qualifications</b> SC1: Cert III or Diploma in Children's Services or working towards with a minimum of two years' experience in OSHC; current Blue Card, First Aid, CPR and Asthma/Anaphylaxis certification.</p> <p><b>Knowledge, skills and capabilities</b> SC2: Demonstrated knowledge of the National Quality Framework, National Law and Regulations, and "My Time, Our Place" framework as it relates to OSHC services. SC3: Proven ability to lead, support and collaborate within a team, with strong interpersonal skills and a commitment to reflective practice and continuous improvement. SC4: High level of professionalism, including discretion, integrity, initiative, and organisational ability. SC5: Demonstrated ability to exemplify care, dignity, and respect, delivered through high personal accountability for professional workplace conduct.</p> <p><b>SC5 - Personal capabilities</b></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to exemplify care, dignity, and respect, delivered through high personal accountability for professional workplace conduct.</li> <li>• Demonstrated commitment to reach their own potential (Plus Ultra) and in manner that aligns with the College's strategic and operational objectives and values.</li> </ul> <p><b>SC6 – Christian Ethos</b></p> <ul style="list-style-type: none"> <li>• An understanding of, respect and demonstrable support for the College's Christian ethos.</li> </ul>
<b>Hours of Duty</b>	<p>22.5 hours per week (this includes 2 hours of non-contact time)</p> <p>Monday to Friday</p> <p>Hours of work may vary between term time and vacation care periods</p> <p>Attendance at meetings, professional development, and College events is required</p>
<b>Terms and Conditions</b>	<p><b>Classification</b> – Children's Services Award Level 3.1 – Level 3.4</p> <p><b>Salary</b> – \$28.12 - \$31.66 per hour</p> <p><b>Tenure</b> – Permanent Part-time</p> <p><b>Terms and Conditions</b> – Please refer to Children's Services Award 2010</p>
<b>Location</b>	<p>St Peters Lutheran College – Springfield</p> <p>Outside School Hours Care</p>



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<b>Professional Behaviours</b>	<p>Applicants are expected to respect and uphold the College's Mission of "Excellence in Christian Co-Education", support the Christian ethos of St Peters Lutheran College, and uphold the Code of Conduct and Valuing Safe Communities standards.</p> <p>All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable directions provided.</p>
<b>Child Protection</b>	<p>All employees of St Peters are required to complete annual Child Safety Training. New employees must complete this training upon commencement, and/or provide certificate of completion from previous workplace.</p> <p>Employees must understand and adhere to the College's Child Protection Policy and Procedures.</p>
<b>Health &amp; Safety</b>	<p>All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions.</p> <p>Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.</p>
<b>Policies &amp; Procedures</b>	<p>Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or <i>Queensland Lutheran Schools Single Enterprise Agreement</i> and take the responsibility to maintain currency with these.</p>
<b>Compliance Requirements</b>	<p>Right to work in Australia</p> <p>Current Blue Card and/or Queensland College of Teachers Registration.</p> <p>Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance.</p> <p>Timely completion of mandatory training requirements and training relevant to their role.</p>
<b>Other relevant information</b>	<p>The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance.</p> <p>St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights.</p>



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	<p>The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities.</p> <p>The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.</p>
<b>Further Information</b>	Further information about St Peters can be found at <a href="http://www.stpeters.qld.edu.au">www.stpeters.qld.edu.au</a>

June 2025