



Position Description

Position Title	OSHC Assistant Director
Department	Outside School Hours Care (OSHC)
Reports to	OSHC Director
Direct Reports	OSHC Room Leader and Educators
Purpose and Objectives	<p>The Assistant Director plays a key leadership role in supporting the effective operation of the OSHC service. This position works in partnership with the Service Leader and Educational Leader to ensure high-quality care, regulatory compliance, and a safe, inclusive environment for children, families, and staff.</p> <p>The key responsibilities of the Assistant Director are to:</p> <ul style="list-style-type: none">• Undertake the role of Person in Day-to-Day Charge (PIDTDC) as required, ensuring effective leadership and continuity of service operations• Work collaboratively with the Educational Leader to support planning, implementation, and evaluation of the educational program, and meet regulatory and curriculum requirements• Support the Service Leader to ensure the service operates in accordance with the Education and Care Services National Law and Regulations, National Quality Standard, and relevant policies and procedures• Assist in leading, mentoring, and developing staff within the Service to foster a collaborative, professional and high-performing team environment• Contribute to maintaining a positive service culture that supports quality improvement, reflective practice, and continuous learning• Promote and uphold a strong child safe culture, ensuring the safety, wellbeing, and rights of children are prioritised in all decision-making, practices, and interactions• Build and maintain respectful, professional relationships with children, families, staff, school communities, and external stakeholders• Perform all duties with a high level of professional integrity, demonstrating honesty, transparency, and accountability, and appropriately managing and declaring any actual, perceived or potential conflicts of interest.
Key Accountabilities	<p>Leadership and Service Operations</p> <ul style="list-style-type: none">• Support children and families during induction and orientation processes.• Always implement and uphold the Service's policies and procedures.• Support staff to adhere to policies and procedures.• Participate in policy review processes as required.• Assist with the induction and orientation of staff, volunteers, and students.• Support roster preparation.• Participate in team meetings.• Provide mentoring, coaching, and supervision to educators.• Support individual and team performance development.• Encourage effective communication within the team.• Assist in resolving conflicts in line with Service policies and procedures.• Demonstrate a commitment to ongoing learning and continuous improvement.• Participate in professional development planning.



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- Support team building and collaboration.
- Promote a positive and inclusive Service culture.

Program and Pedagogy

- Foster positive and respectful relationships with children.
- Support appropriate behaviour guidance strategies.
- Assist educators in implementing approved learning frameworks.
- Support the Service Leader in providing environments that meet the holistic needs of all children.

Family & Community Partnerships

- Support the development of positive relationships with families and stakeholders.
- Encourage family involvement in the Service program.
- Build and maintain community partnerships, responding to diverse needs.
- Represent the Service at meetings, including Parent Advisory Groups, as required.
- Contribute to communication with families and stakeholders.

Compliance, Child Safety and Quality

Legislation & NQF/NQS

- Demonstrate knowledge and understanding of the National Quality Framework (NQF), including roles and responsibilities under the National Law and Regulations.
- Assist in monitoring and maintaining Service practices in line with all legislative requirements.
- Promote community knowledge and understanding of the National Quality Framework.
- Actively participate in continuous improvement processes, including self-assessment and critical reflection.
- Assist in the development and ongoing review of the Quality Improvement Plan (QIP).
Support the Service through the assessment and rating process.

Reporting & Compliance

- Support ongoing compliance with the National Quality Framework and all relevant legislation.
- Assist in maintaining accurate records and documentation in line with legislative and Approved Provider requirements.

Administration & Financial Management

- Assist the Service Leader with administrative tasks as required.
- Support the administration of Child Care Subsidy (CCS) and general financial processes, including enrolments, attendance records, and fee management, ensuring accuracy and compliance.
- Maintain accurate records and documentation.
- Assist with enrolment processes and communication with families.
- Support the management of staffing requirements, including rostering.
- Identify and submit requests for equipment, materials, and resources, including costings.
- Ensure adequate supplies are maintained.



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	<p>Digital Systems and Data</p> <ul style="list-style-type: none">• Maintain accurate records and documentation in line with legislative and Approved Provider requirements.• Support accurate data entry for enrolments, attendance, CCS, and compliance documentation. <p>Health, Safety and Wellbeing</p> <ul style="list-style-type: none">• Demonstrate knowledge and understanding of Work Health and Safety (WHS) requirements.• Support educators in meeting WHS obligations.• Support the Service's risk management processes by identifying, assessing, and minimising risks to children, staff, and visitors.• Assist in risk management processes within the Service.• Ensure WHS policies, procedures, and practices are consistently followed.• Record and report incidents to the Service Leader.• Contribute to the completion of daily safety checklists as required.• Monitor and report any safety concerns. <p>Christian Ethos</p> <ul style="list-style-type: none">• Foster and nurture the Christian foundation and environment of the Service.• Support the mission and ministry to staff and families, upholding the Lutheran ethos in collaboration with the Service Leader.
<p>Selection Criteria</p>	<p>The selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</p> <p>SC1 - Qualifications</p> <ul style="list-style-type: none">• A Diploma in Children Services or in relevant field consistent with ACECQA guidelines.• Completion of the training for Service-Level PMCs. <p>SC2 - Experience</p> <ul style="list-style-type: none">• Previous experience working as an Assistant Director in Outside School Hours Care Sector or in similar role and context is favorable.• Demonstrated experience working in an OSHC or school-aged care setting, as a person-in-charge of a group of children (as defined in the <i>Child Protection Act 1999 (Qld)</i>, with a sound understanding of the operational, developmental, and compliance requirements of an OSHC service.• Previous experience in a leadership or supervisory role, with responsibility for staff coordination, day-to-day service delivery, and operational oversight.• Demonstrated experience in administrative and operational functions, including staff rostering, payroll inputs, budgeting, purchasing, recordkeeping, and compliance documentation.• Experience working within a regulated education and care environment, with familiarity in supporting assessment, rating, and continuous improvement processes.



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SC3 – Knowledge, Skills and Abilities

- Demonstrated knowledge of the developmental, social, and wellbeing needs of school-aged children, with experience translating this understanding into safe, inclusive, and engaging OSHC programs.
- Sound understanding of the "My Time, Our Place – Framework for School Age Care", including its application to program planning, reflection, and quality improvement.
- Working knowledge of workplace health and safety, child safe standards, and anti-discrimination legislation, with the ability to apply these requirements in a school-based OSHC setting.
- Understanding of relevant regulatory, compliance, and governance requirements applicable to OSHC services, including work health and safety obligations.

SC4 – Skills and Abilities

- Demonstrated leadership skills, including the ability to lead, supervise, mentor, and support staff to deliver high-quality practice and maintain a positive, professional team culture.
- Strong operational management skills, including experience with staff rostering, payroll inputs, budgeting, purchasing, and resource management.
- Well-developed administrative skills, with the ability to maintain accurate records, documentation, and compliance reporting in line with regulatory and organisational requirements.
- Effective communication skills, enabling clear, respectful, and professional engagement with children, families, staff, school leadership, and external stakeholders.
- Strong organisational and problem-solving skills, with the ability to prioritise competing demands and manage time effectively.
- Demonstrated ability to operate within established policies, procedures, guidelines, and instructions, exercising sound judgement and discretion.
- Proven ability to respond effectively to emergency or high-pressure situations, including making timely decisions to ensure the safety and wellbeing of children and staff.
- Capacity to lead change, manage risk, and maintain service continuity in a dynamic school and care environment.

SC5 – Personal attributes

- Demonstrates integrity, professionalism, and accountability, acting in a manner that upholds the values and expectations of the service and school community.
- Approaches leadership with empathy, fairness, and consistency, supporting staff wellbeing and positive workplace relationships.
- Displays emotional resilience and adaptability, remaining calm and effective in high-pressure or unexpected situations.
- Committed to child-centred practice, inclusion, and equity, with a genuine interest in the wellbeing and voice of children.
- Shows initiative, reflective capacity, and a commitment to ongoing professional learning and service improvement.
- Communicates with confidence and respect, building trusting relationships with children, families, staff, and stakeholders.
- Demonstrated commitment to reach their own potential (Plus Ultra) and in manner that aligns with the College's strategic and operational objectives and values.

SC6 – Christian Ethos



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	<ul style="list-style-type: none"> An understanding of, respect and demonstrable support for the College's Christian ethos.
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Job Details	
Position Status	Permanent
Hours of Duty	Full Time
Classification	<u>Children's Services Award 2010</u> Children Services Employees (CSE) Level 7
Annual Salary	\$38.18 Hourly Pay Rate Terms and Conditions – Please refer to the Employment Contract.
Superannuation	12.75% employer contribution from 1 July 2025
Location	St Peters Lutheran College –Springfield 42 Wellness Way, SPRINGFIELD CENTRAL QLD 4300
Professional Behaviours	<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>
Child Protection	<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>
Health & Safety	<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>If in a leadership position, additional accountability for operational management of safe work practices in their area. Includes making appropriate resources, information and training available to their team members.</p>
Policies & Procedures	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 Queensland Lutheran Schools



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	Single Enterprise Agreement and take the responsibility to maintain currency with these.
Compliance Requirements	<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>
Other Relevant Information	<p>The College will conduct relevant and required applicant checks which include and are 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> <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>
Further Information	Further information about St Peters can be found at www.stpeters.qld.edu.au

April 2026