



Position Description

Position Title	OSHC Educator
Department	Outside School Hours Care (OSHC)
Reports to	OSHC Room Leader
Direct Reports	N/A
Purpose and Objectives	<p>The OSHC Educator is employed by St Peters Lutheran College and works within the OSHC Service, which is operated under the Approved Provider, Queensland Lutheran Early Childhood Services.</p> <p>The OSHC Educator works collaboratively with the Service Leader and Educational Leader to plan, deliver, and evaluate a high-quality school-aged care program aligned with the My Time, Our Place Framework for School Age Care. The role supports children's learning, development, and wellbeing in a safe, inclusive, and engaging environment, while ensuring compliance with all relevant legislation and quality standards.</p> <p>The Educator performs all duties with professionalism, integrity, and transparency, demonstrating ethical conduct, honesty, and accountability at all times.</p>
Key Accountabilities	<p>Leadership and Service Operations</p> <ul style="list-style-type: none"> • Work collaboratively as part of the Service team and in partnership with the College and Approved Provider to maintain high standards of education and care. • Contribute positively to team culture, demonstrating enthusiasm, flexibility, and collaboration. • Support the preparation, organisation, and pack-up of resources and environments. • Demonstrate professionalism, ethical behaviour, and respect in all interactions. • Contribute to a positive team environment and overall Service culture. <p>Program and Pedagogy</p> <ul style="list-style-type: none"> • Build and maintain positive, respectful, and inclusive relationships with children. • Plan, implement, and evaluate engaging programs based on children's interests and needs. • Provide creative, recreational, and physical learning experiences. • Apply appropriate behaviour guidance strategies aligned with best practice. • Actively engage with children to promote participation, inclusion, and positive experiences. • Apply the My Time, Our Place framework in daily practice. <p>Family & Community Partnerships</p> <ul style="list-style-type: none"> • Build and maintain positive relationships with families. • Encourage family participation and engagement in the Service. • Support effective communication with families and the broader community. • Respond respectfully to the diverse needs of the Service community. <p>Compliance, Child Safety and Quality</p> <ul style="list-style-type: none"> • Demonstrate knowledge of and work in accordance with the National Quality



Position Description

	<p>Framework (NQF), laws, and regulations.</p> <ul style="list-style-type: none"> • Apply understanding of the National Quality Standard (NQS) in practice. • Participate in continuous improvement processes, including reflection and self-assessment. • Contribute to the Quality Improvement Plan (QIP). • Assist with preparation for assessment and rating processes. • Follow Service policies and procedures and contribute to policy review. <p>Administration & Financial Management</p> <ul style="list-style-type: none"> • Contribute to daily administrative tasks, including documentation and record keeping. • Ensure all documentation is accurate, current, and compliant with legislative and Approved Provider requirements. <p>Digital Systems and Data</p> <ul style="list-style-type: none"> • Maintain accurate and up-to-date records and documentation. • Support data collection and documentation processes required for compliance and program planning. <p>Health, Safety and Wellbeing</p> <ul style="list-style-type: none"> • Demonstrate knowledge of Work Health and Safety (WHS) requirements. • Follow all WHS policies and procedures of the College and Approved Provider. • Ensure a safe, secure, and hygienic environment, including safe food handling. • Conduct daily safety checks and follow opening and closing procedures. • Identify, report, and respond to hazards, risks, and incidents promptly. • Participate in risk assessments and ongoing improvement of WHS practices. <p>Christian Ethos</p> <ul style="list-style-type: none"> • Support and uphold the Christian ethos of the Service and St Peters Lutheran College. • Contribute to a values-based environment that reflects the Lutheran tradition and supports the Service community. 												
<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"> • At this level no qualification is required but would be looked on favourably. <table border="1" data-bbox="411 1659 1442 2007"> <thead> <tr> <th>Classification</th> <th>Qualification/Experience</th> </tr> </thead> <tbody> <tr> <td>Level 1 – Introductory Educator</td> <td>No Qualification, less than 12 months experience</td> </tr> <tr> <td>Level 2 – Educator</td> <td>No qualification, 12 months experience</td> </tr> <tr> <td>Level 3 – Qualified Educator</td> <td>Cert III qualified Assistant/ Educator</td> </tr> <tr> <td>Level 4 – Experienced Educator</td> <td>Cert III qualified Assistant/ Educator (4* years' experience)</td> </tr> <tr> <td>Level 5 – Advanced Educator</td> <td>Diploma Qualified Assistant/ Educator</td> </tr> </tbody> </table> <p>SC2- Experience</p> <ul style="list-style-type: none"> • At this level no previous experience is required but experience looking after children 	Classification	Qualification/Experience	Level 1 – Introductory Educator	No Qualification, less than 12 months experience	Level 2 – Educator	No qualification, 12 months experience	Level 3 – Qualified Educator	Cert III qualified Assistant/ Educator	Level 4 – Experienced Educator	Cert III qualified Assistant/ Educator (4* years' experience)	Level 5 – Advanced Educator	Diploma Qualified Assistant/ Educator
Classification	Qualification/Experience												
Level 1 – Introductory Educator	No Qualification, less than 12 months experience												
Level 2 – Educator	No qualification, 12 months experience												
Level 3 – Qualified Educator	Cert III qualified Assistant/ Educator												
Level 4 – Experienced Educator	Cert III qualified Assistant/ Educator (4* years' experience)												
Level 5 – Advanced Educator	Diploma Qualified Assistant/ Educator												



Position Description

in a structured setting would be looked on favourably – see above table

SC3 – Knowledge

- 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.
- 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

- 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

- An understanding of, respect and demonstrable support for the College's Christian ethos.



Position Description

Job Details													
Position Status	Casual												
Hours of Duty	Rostered hours or as agreed												
Classification	<p>Children's Services Award 2010 Children Services Employees (CSE) Level 1-5 [Dependent on qualification and experience]</p> <table border="1"> <thead> <tr> <th>Classification</th> <th>Qualification/Experience</th> </tr> </thead> <tbody> <tr> <td>Level 1 – Introductory Educator</td> <td>No Qualification, less than 12 months experience</td> </tr> <tr> <td>Level 2 – Educator</td> <td>No qualification, 12 months experience</td> </tr> <tr> <td>Level 3 – Qualified Educator</td> <td>Cert III qualified Assistant/ Educator</td> </tr> <tr> <td>Level 4 – Experienced Educator</td> <td>Cert III qualified Assistant/ Educator (4* years' experience)</td> </tr> <tr> <td>Level 5 – Advanced Educator</td> <td>Diploma Qualified Assistant/ Educator</td> </tr> </tbody> </table>	Classification	Qualification/Experience	Level 1 – Introductory Educator	No Qualification, less than 12 months experience	Level 2 – Educator	No qualification, 12 months experience	Level 3 – Qualified Educator	Cert III qualified Assistant/ Educator	Level 4 – Experienced Educator	Cert III qualified Assistant/ Educator (4* years' experience)	Level 5 – Advanced Educator	Diploma Qualified Assistant/ Educator
Classification	Qualification/Experience												
Level 1 – Introductory Educator	No Qualification, less than 12 months experience												
Level 2 – Educator	No qualification, 12 months experience												
Level 3 – Qualified Educator	Cert III qualified Assistant/ Educator												
Level 4 – Experienced Educator	Cert III qualified Assistant/ Educator (4* years' experience)												
Level 5 – Advanced Educator	Diploma Qualified Assistant/ Educator												
Hourly Rate	<p>\$26.19 - \$33.24 per hour (plus 25% loading for casual staff)</p> <p>Terms and Conditions – Please refer to the Employment Contract</p>												
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</p>												



Position Description

Job Details	
	work practices in their area. Includes making appropriate resources, information and training available to their team members.
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 Single Enterprise Agreement and take the responsibility to maintain currency with these.
Compliance Requirements	Right to work in Australia. Current Blue Card and/or Queensland College of Teachers Registration. Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance. Timely completion of mandatory training requirements and training relevant to their role.
Other Relevant Information	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. 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. 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. The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i> .
Further Information	Further information about St Peters can be found at www.stpeters.qld.edu.au

April 2026