St Peters Lutheran College

Position Description

Position Title	**OSHC - Educator**
Department	OSHC
Reports to	OSHC Room Leader
Direct Reports	N/A
Purpose and Objectives	The Educator is employed by St Peters Lutheran College and works within the Outside School Hours Care (OSHC) Service, which is operated under the Approved Provider, Queensland Lutheran Early Childhood Services. The Educator works collaboratively with the Service 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. The Educator performs all duties with professionalism, integrity, and transparency, demonstrating ethical conduct, honesty, and accountability at all times.
Key Accountabilities	**Service Delivery** • Work collaboratively as part of the Service team and in partnership with both the College and Approved Provider to maintain high standards of education and care. • Build and maintain positive, respectful, and inclusive relationships with all children, supporting their wellbeing, development, and sense of belonging. • Plan, implement, and evaluate engaging programs that reflect children's interests and needs, including creative, recreational, and physical activities. • Apply appropriate behaviour guidance strategies in line with Service policies and best practice. • Actively engage with children during activities to promote participation, inclusion, and positive experiences. • Contribute positively to team culture, demonstrating enthusiasm, flexibility, and a collaborative approach. • Support the preparation, organisation, and pack-up of resources and environments for each session. • Maintain high standards of hygiene and cleanliness, including safe food handling practices. • Ensure the safety and security of the Service through daily safety checks and adherence to opening and closing procedures.

Christian Ethos

- Support and uphold the Christian ethos of the Service and St Peters Lutheran College.
- Participate in significant College and community events, including services and celebrations, as required.
- Contribute to a values-based environment that reflects the Lutheran tradition and supports the Service community.

Compliance, Legislation and Quality

- Demonstrate knowledge of and work in accordance with the National Quality Framework, including applicable laws and regulations.
- Apply understanding of the National Quality Standard and the My Time, Our Place framework in daily practice.
- Support compliance by maintaining accurate and up-to-date documentation and records.
- Participate in continuous improvement processes, including reflection, self-assessment, and contribution to the Quality Improvement Plan (QIP).
- Assist with preparation for assessment and rating processes as required by the Approved Provider.

Reporting, Accountability and Administration

- Ensure all required documentation is accurate, current, and completed in line with legislative and Approved Provider requirements.
- Contribute to daily administrative tasks, including safety checklists and record keeping.
- Follow all Service policies and procedures and contribute to policy review processes where required.

Work Health and Safety

- Demonstrate knowledge and understanding of Work Health and Safety (WHS) legislation and responsibilities in accordance with the requirements of both St Peters Lutheran College and Queensland Lutheran Early Childhood Services.
- Follow all WHS policies and procedures of the College and the Approved Provider to ensure a safe and healthy environment for children, families, and staff.
- Identify, report, and respond to hazards, incidents, and risks in a timely manner, in line with Service procedures and reporting requirements.
- Contribute to maintaining a safe work environment by actively participating in safety checks, risk assessments, and continuous improvement of WHS practices.

	Community Engagement • Build and maintain positive relationships with families, encouraging 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. **Professional Practice** • Commit to ongoing professional learning and continuous improvement. • Participate in training, development opportunities, and performance development processes. • Demonstrate professionalism, ethical behaviour, and respect in all interactions. • Contribute to a positive team environment and support overall Service culture and performance.
Selection Criteria	The selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate. **SC1 - Qualifications/Experience** • At this level no previous experience is not required but experience looking after children in a structured setting would be looked on favourably. **SC2 – Knowledge, Skills and Abilities** • Demonstrated interest in working with school age children. • An interest and ability to lead planned activities for children. • Commitment to familiarising self with curriculum framework for OSHC. • Understanding OH&S and anti-discrimination legislation. • Demonstrated ability to comply with guidelines and instructions • Ability to manage an emergency or high-pressure situation **SC3 – Personal attributes** • Can operate independently and as part of a team. • Displays reliability, tact, confidentiality and discretion. • Effective time management skills. • Strong communication skills and ability to adapt style as appropriate for students, staff and parents. • Demonstrated commitment to reach their own potential (Plus Ultra) and in manner that aligns with the College's strategic and operational objectives and values. **SC4 – Christian Ethos** • An understanding of, respect and demonstrable support for the College's Christian ethos.

St Peters Lutheran College

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<table>
<tr><th colspan="2">Job Details</th></tr>
<tr><td>Position Status</td><td>Casual</td></tr>
<tr><td>Hours of Duty</td><td>Rostered hours between Monday to Friday</td></tr>
<tr><td>Classification</td><td>Children's Services Award 2010
Children Services Employees (CSE)
Level 1-5 [Dependent on qualification and experience]
<table>
<tr><td>Classification</td><td>Qualification/Experience</td></tr>
<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>
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<tr><td>Annual Salary</td><td>$36.01 to $45.71 per hour depending upon qualifications and experience, plus applicable penalty rates in accordance with Children's Services Award

Terms and Conditions – Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement 2024.</td></tr>
<tr><td>Superannuation</td><td>12.75% employer contribution</td></tr>
<tr><td>Location</td><td>St Peters Lutheran College, 66 Harts Road,
Indooroopilly, QLD 4068</td></tr>
<tr><td>Professional Behaviours</td><td>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.

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.</td></tr>
<tr><td>Child Protection</td><td>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.

Employees must understand and adhere to the College's Child Protection Policy and Procedures.</td></tr>
<tr><td>Health & Safety</td><td>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</td></tr>
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Job Details	
	policies, guidelines, and directions. 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.
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 the 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 *Privacy Act 1988*.
Further Information	Further information about St Peters can be found at www.stpeters.qld.edu.au

November 2026