

POSITION DESCRIPTION

Outside School Hours Care



Westside
Christian College
Achievement Belonging Care



Outside School Hours Care Responsible Person CASUAL

Purpose of the role

We are looking for people to join our team as a Responsible Person within the service, providing quality care and guidance to primary school-aged children.

We are looking for a flexible, dynamic and enthusiastic people who absolutely loves working with children to join our OSHC team.

About the position

At Westside, our OSHC program continues the achievement, belonging and care that is evident in our College activities. This position can work shifts either in the morning (approx 6:30-8:30), in the afternoon (approx 2:00-6:00) or a combination of both. Longer day shifts would also be available during the school holidays.

Critical to this appointment is experience and capacity to act as a Responsible Person at the Service.

The core responsibilities of this position are to supervise children in the OSHC program, through engaging in a range of activities and program elements. This may include attending school incursions and excursions.

This position is currently located on our Secondary Campus. Our OSHC operates five days per week and during school vacation periods.

Successful applicants may be required to commence work as soon as possible, or in time for the summer holidays 2020-2021.

Requirements of the position

The successful candidate will have a real passion for being around children and your wisdom in managing children will be matched by your engaging approach to working with children and other staff in an environment that encourages curiosity and fun.

You will need to meet the qualification requirements for being a **Responsible Person** in an OSHC service, being completion or working towards a relevant certificate, diploma or higher level qualification, and be eligible to hold a Working With Children card.

In addition, you will have:

- Experience in an OSHC setting
- Highly developed relational skills, with children, parents and other staff
- Highly developed communication skills, to assist with a smooth running service
- An appreciation for the National Quality Standards (NQS) as they relate to an OSHC
- Skills in working with children – managing behaviour and assisting in delivering an educational program
- Senior First Aid (including asthma and anaphylaxis management), or willingness to obtain these

The College reserves the right to perform additional qualification, criminal history or other relevant background checks as necessary to this position and you will be notified of any relevant checks if you are offered a position at the College.

Position salary

The salary for this position will depend on the qualifications and experience of the successful applicant but will be in line with the Children's Services Award.

How to Apply

Please **complete the online application** on the College website, noting that the following documents will be requested for upload:

- A current **resume** which includes your qualifications, employment history, technical abilities and three current referees (one referee should be a current supervisor and another your Minister/Pastor).
- A **cover letter** providing any further information and how your skills and experiences make you an ideal candidate for this position
- Any **other documents** you may wish to show as part of your application (optional)

Note that you will also be asked to confirm your acknowledgement, understanding and acceptance of the College Lifestyle Requirements and Statement of Faith, both of which are viewable as attachments in the online application.

Applications must be submitted via the College website – ***printed copies cannot be accepted.***

Contact details: recruitment@wcc.qld.edu.au

Closing date for applications: 5pm, 18 November 2020

Privacy

In order to progress this application, we request you provide some personal contact details. We will only use these details for purposes relevant to this application, and will not disclose them to third parties without your consent. In submitting this application, you acknowledge and consent to the College using your personal information provided to progress this application. Please contact the HR and Compliance Manager at the College on 3437 9000 if you have any questions or concerns about the way we handle personal information.

* The College reserves the right to fill the position before the closing date and/or withdraw this vacancy prior to making an appointment

About Westside

Westside Christian College is an interdenominational, Protestant co-educational Kindergarten to Year 12 College with an enrolment of over 1,100 students located in Goodna Queensland.

Our staff work hard to care to help our students achieve the best they can in the classroom, in their relationships with their peers and in extra-curricular pursuits and activities.

With the population in Western Brisbane/Ipswich expanding exponentially, this vacancy is an exciting opportunity for someone with experience and a passion for moulding young children with whom to engage. For more information about the College's mission and vision, please visit the school website at: <https://www.wcc.qld.edu.au/our-college/vision-and-mission/>.