



HOPE
CHRISTIAN COLLEGE
A Ministry of Craigmore Christian Church

OSHC Assistant Director Role Statement

“And whatever you do, do it heartily, as to the Lord and not to men.” Colossians 3:23

This Role Statement is to be read in conjunction with the Statement of Faith of Hope Christian College and the Staff Code of Conduct.

The role of OSHC Assistant Director at Hope Christian College is considered to be a calling in the Christian-missional sense of the word. Hope Christian College OSHC educators desire to develop the whole child in a caring, nurturing environment in the knowledge of the gospel of Jesus Christ.

Personal qualities and characteristics

The OSHC Assistant Director at Hope Christian College will have the following personal qualities:

- Sincere Christian faith with an active weekly commitment to a mainstream, evangelical church fellowship
- A commitment to the authenticity, accuracy and inerrancy of the Christian Scriptures as contained in the 39 books of the Old Testament and 27 books of the New Testament
- Commitment to Christian education and care
- Authenticity and honesty in all relationships
- Flexibility
- Compassion and warmth towards students, parents and staff
- Support for the partnership between Hope Christian College and Craigmore Christian Church
- Discernment
- Resilience and a work-life/life balance

Professional qualities and abilities

- Support for the educational aims and Christian worldview of Hope Christian College
- Be suitably qualified according to the ACECQA qualification requirements (minimum Diploma)
- Have significant experience working in an OSHC or early childhood setting
- Have knowledge and understanding of the National Quality Framework
- Have deep understanding of the *My Time, Our Place* curriculum and experience with developing programs to meet the physical, social, emotional and spiritual needs of students
- Demonstrate proficient verbal and written communication skills
- Demonstrate excellent interpersonal skills to build strong relationships with students and families
- Possess a good level of computer and administration skills
- Effective time management including the ability to schedule and prioritise
- Provide a satisfactory Working with Children Check
- Have undergone the 7-hour Reporting Abuse and Neglect / Child Safe Environments training
- Have current first aid certification including asthma and anaphylaxis management

Position responsibilities

- Key Session Responsibilities:
 - Implement practices of recording children’s attendances and maintain duty of care
 - Provide active supervision of all children including onsite and during excursions
 - Lead the education and care of children each session
 - Form nurturing and responsive relationships with children
 - Monitor and maintain a safe and stimulating environment
- Key Programming Responsibilities:
 - Evaluate children’s learning through writing learning stories and program evaluations
 - Plan responsive weekly programs following the *My Time, Our Place* and *Early Years Learning Framework* from a Biblical worldview
 - Plan Vacation Care programs including booking excursions and incursions, in response to children’s development and interests
- Key Administration Responsibilities
 - Contribute to the review of the Quality Improvement Plan

- Plan the weekly menu and online shop
- Data entry including bookings, cancellations and enrolments in Kidsoft CCMS-compatible software
- Liaise with families including in behaviour management matters
- Contribute to Inclusion Support Funding processes
- Attend staff meetings and management committee meetings as directed by the OSHC Director
- Follow HCC policy, process and procedure
- Key Professional Responsibilities
 - Follow the instructions of the OSHC Director
 - Be involved in ongoing professional learning
 - Maintain necessary certifications
 - Work all sessions unless instructed otherwise
 - Other responsibilities as needed and directed by the College

Tenure: FTE. Annual leave must be taken during the two weeks closure period over Christmas and New Year and two weeks during school term periods, to be determined in consultation with the OSHC Director.

Remuneration: Children’s Services Employee Level 5.1 on commencement

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Declaration

I have read and understood the OSHC Assistant Director Role Statement and I sign as evidence of my agreement with the document.

Staff member name

Staff member signature

Date