



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 29 books of the Old Testaments 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 work/life balance

Professional qualities and abilities

- Support for the educational aims and Christian worldview of Hope Christian College
- Suitable qualification according to the ACEQA qualification requirements (minimum Diploma)
- Significant experience working in an OSHC or Early Childhood Setting
- Knowledge and understanding of the National Quality Framework
- Knowledge and understanding of the *My Time, Our Place* curriculum and experience with developing programs to meet the physical, social emotional and spiritual needs of students
- Proficient verbal and written communications skills
- Excellent interpersonal skills to build strong relationships with students and families
- Good computer and administration skills
- Effective time management including the ability to schedule and prioritise

Requirements

- Working with Children Check
- Full day Responding to Abuse and Neglect training
- Current first aid certification including Asthma and Anaphylaxis management training

Position responsibilities

- Key session responsibilities
 - Implement practices of recording children’s attendance and maintain duty of care
 - Provide active supervision of all children including onsite and during excursions
 - Lead the education and care of children in each session

- Form nurturing and responsive relationships with the 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
 - Involvement in ongoing professional learning
 - Maintain necessary qualifications and certifications
 - Work all sessions unless otherwise instructed
 - Other responsibilities as needed and/or directed by the Director and the College

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

Remuneration: Level 5.1 \$28.45 per hour.

A broken shift allowance of \$16.76 per each day a broken shift is worked is paid.

8.75 non-contact hours per week allowance for programming and administration tasks.