

Role Description – Outside School Hours Care Assistant (Trained)

Main Purpose of the Role:

The role of the OSHC Assistant (Trained) is to assist with the delivery of a quality education program and practice, provide direct supervision and support all children to participate in the program.

Position in the College:

Team: Outside School Hours Care
Reports to: Outside School Hours Care Manager

Global Responsibilities:

All members of the Outside School Hours Care team may be required to fill in/back up/relieve for other members of the team at any time.

Key Responsibilities:

- Direct supervision of the students (children);
- Implement the program;
- Set-up craft and play activities, supervise during the activity and clean-up after the activity;
- Ensure the cleanliness of the areas utilised by Outside School Hours Care students and staff are maintained;
- Assist with food preparation, supervision of meals and assist with clean-up in accordance with appropriate health and hygiene practices;
- Provide first aid as needed;
- Develop awareness of and assist in maintenance of the health and safety of the students (children);
- Understand and work according to the College's OSHC service policies and procedures, including being a mandatory reporter of any reasonable suspicion a child has suffered, is suffering, or is at an unacceptable risk of suffering significant harm caused by physical or sexual abuse;

General

- Contribute to the health and safety of students;
- Contribute to the overall teamwork and support of the staff;
- Participate in workplace safety procedures;
- Attend meetings and professional development as required;
- Perform duties in a manner which is without an unacceptable level of risk to their own health and safety, other employees, students or the College community in general, making risk prevention a priority;
- To the best of the employee's experience and knowledge, provide risk management information, as requested by your Manager;
- Report any illness, injury, hazard, near miss or incidents and losses as soon as they are detected using the College's WHS reporting system;
- Maintain knowledge of the College's emergency procedures and follow when required;
- Assist other members of the Outside School Hours team when required;
- Any other duties as designated by the Principal.

Selection Criteria:

Essential:

- Holds a positive notice (Working with Children Check) Queensland Blue Card;
- Holds an AQF Certificate III in Children's Services or equivalent or higher qualification;
- Holds sufficient knowledge and understanding of the National Quality Framework, My Time Our Place Framework and the National Law/Regulations;
- Holds sufficient knowledge or experience to perform duties at this level;
- Be able to sign and abide by the College's Statement of Faith and Lifestyle Statement;
- Be able to abide by the Staff Code of Conduct at all times;

- Ability to work with all members of the College community (teaching and non-teaching staff, parents, students and visitors) both individually and as a member of a team.

Status:

Casual – as per the operational needs of the service.

Salary and Conditions:

As per the Children’s Services Award 2010 (level 3), based on qualifications and previous experience.

Other:

All members of staff at Freshwater Christian College are expected to:

- Convey to the public a positive image of the Freshwater Christian College and Freshwater Church;
- Demonstrate an awareness of and commitment to the College’s mission, vision and values;
- Maintain confidentiality in all matters related to the College, its staff, students, parents and others at all times;
- Contribute to a pleasant and enjoyable work environment;
- Abide by the Staff Lifestyle Agreement, Statement of Faith, Code of Conduct and all other College Policies at all times;
- Remain up to date with any changes to the Staff Handbook and any other College Policies;
- Not have contact via social media with any enrolled student or past student (including graduates) for a minimum of 12 months after the student has graduated from any school (recommended two years) (excluding immediate family members);
- Maintain an understanding of the Workplace Health and Safety Standards of the College;
- Participate in staff training and development activities to assist in the achievement of organisational and individual/work goals;
- Carry out other duties from time to time as required.

Note:

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for Freshwater Christian College other work duties not specifically listed herein. Freshwater Christian College reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the College.

Status	Approved	Supersedes	n/a
Version	v1	Authorised by	Principal
Last updated	3/09/2019	Reviewed	Every 3 years