

Position Details

This is a great opportunity for a qualified **OSHC Assistant Director** to join our dedicated team in a part-time (30 hours per week for 48 weeks per year) contract position until the end of 2022, with increased hours during the Vacation Care program time. Permanency may be considered in 2023.

The **OSHC Assistant Director** is directly responsible to the OSHC Director.

This position has been classified at Level 5 in accordance with the *Educational Services (Schools) General Staff Award 2020* available on the Fair Work Commission website at <https://www.fwc.gov.au>

At Portside Christian College, we deliver:

- Child Focused Environment & Curriculum
- Professional, rewarding and supportive environment
- Outstanding opportunities for professional development and career progression for the right candidates

If you are passionate about working within a Christian environment, enjoy a challenge, and want to work alongside other professionals dedicated to quality outcomes then please apply.

Role and Responsibilities

- Assisting in the planning, preparation, implementation and evaluation of developmentally appropriate programs for individual children or groups
- Assisting the OSHC Director with regular administrative tasks, including compliance and policy
- Responsibility for recording observations of individual children or groups for program planning purposes
- Assisting in the direction of untrained employees
- Developing strong relationships with students, families and the wider College community
- Undertaking and implementing the requirements of quality assurance
- Working in accordance with food safety regulations
- Other duties as required

Desired skills and attributes of the successful candidate include:

- Completion of a diploma level qualification with relevant work related experience
- Ability to work effectively as part of the OSHC Team
- Current Senior First Aid qualification
- Computing competency
- Training undertaken in Responding to Risk of Harm, Abuse and Neglect – Education Care (RRHAN-EC)
- Able to manage the demands of the position
- Ability to actively contribute to the Christian life of the College community

Selection Criteria

- Good verbal and written communication skills
- Ability to work effectively in a team environment
- Ability and willingness to contribute to the Portside Christian College ethos
- Sound communication skills, including effective communication with other staff
- Ability to assist with developing and designing educational programs that encourage student engagement
- Sound student behaviour management skills

Applications are to include the following:

- Cover letter, maximum 1 page
- Curriculum Vitae outlining details of qualifications and areas of study, educational history, previous employment and relevant personal information
- Completion of the **Portside Christian College Application for Employment – Non-Teaching** available on our website at www.portside.sa.edu.au under the *Our College – Careers* heading
- Written response to the above selection criteria, maximum 500 words
- COVID vaccination certificate will be required at interview stage

Applications are to be received by 9am on Thursday, 14th July, 2022

Applications should be addressed to:

Mrs Belinda Elsegood
Human Resources
Portside Christian College
Email: Application@portside.sa.edu.au