



St Paul's Grammar School

Working @ St Paul's – Out of School Hours Care Assistant

St Paul's Grammar School is a co-educational, Pre-Kindergarten to Year 12, interdenominational Christian school. As an International Baccalaureate World School, our aim is to present a world-class education, preserving the best of traditional methodology whilst harnessing the best in cutting edge contemporary practice. In doing so, we also seek to present, with integrity, the teachings and values of the Christian faith.

POSITION SUMMARY

POSITION TITLE:	Out of School Hours Care Assistant (Casual)
DEPARTMENT:	Out of School Hours Care (OSHC)
REPORTS TO:	Coordinator of OSHC
AWARD / AGREEMENT	Independent Schools NSW (Support and Operational Staff) MultiEnterprise Agreement 2017
STATUS:	Casual
CLASSIFICATION:	According to MEA
OTHER ALLOWANCES:	Nil
SPECIAL CONDITIONS:	Supportive of the School's Christian aims and ethos
PURPOSE STATEMENT:	The role of the OSHC assistant is to provide and look after the spiritual, emotional and physical needs of all children in care and ensure that the OSHC operates as smooth as possible and that all children have a positive experience when attending.

KEY RESPONSIBILITIES

- Comply with all directions of the OSHC Coordinator
- Look after the spiritual, emotional and physical needs of all children in care
- Ensure that all risks are minimized and assessed and that WHS requirements are adhered to.
- Liaise with parents concerning the needs of their children as OSHC and Holiday Care
- Create and maintain engaging, supportive and safe learning environments.
- Engage professionally with colleagues, parents/carers and the community

ESSENTIAL SKILLS / QUALIFICATIONS:

- Minimum Certificate III/IV qualifications in Children's Services or similar or working actively working towards approved qualifications.
- A love of children and willingness to engage with them in a friendly and supportive manner
- High level oral and written communication
- The ability to report incidents accurately and maintain confidentiality
- Patience, care and discernment as needed
- Current Working with Children Check (NSW WWCC)
- Membership of a local Christian church or community

DESIRABLE SKILLS / QUALIFICATIONS:

- Previous experience in an OSHC setting or similar
- Demonstrated commitment to the School's Christian mission and vision
- Well organized with a flexible approach and positive attitude
- Ability to work well under pressure, juggling many tasks at one time
- Current First Aid Certificate, including CPR.



PROFESSIONAL CONDUCT:

- Fulfil all requirements of the St Paul's Staff Code of Conduct.
- Undertake all duties with loyalty, enthusiasm, diligence and the highest standards of professionalism.
- Pursue and encourage excellence in all areas of school life.
- Adhere to school policies; including: Student Welfare, Child Protection, WHS, Assessment and Reporting and Copyright Regulations.
- Maintain confidentiality regarding all school related issues.
- Communicate with staff, students and parents in a professional and timely manner (within 48 hours).
- Demonstrate a willingness to work positively and collaboratively within a team as well as having the ability to work independently.
- Demonstrate effective communication and conflict resolution skills.
- Professionally serve all members of the school community - including students, parents and staff.
- Represent the best interests of the school at all times.

WORK HEALTH AND SAFETY:

- Comply with WHS requirements to ensure a safe working environment.
- Ability to time-manage effectively.
- Comply with WH&S requirements (specifically Section 36 of the Workplace Health & Safety Act) to ensure a safe working environment.
- Current knowledge and active application of school policies and procedures including copyright regulations.
- Demonstrate knowledge of risk management; ability to apply due diligence with regard to the reporting of hazards and incidents.
- Administer First Aid on occasion, as required.

SUPPORTING THE SCHOOL'S CHRISTIAN MISSION:

- Actively support, and live out the school's Declaration of Faith, Strategic Plan and Mission Statement.
- Reflect an integrated model of Christian teaching and or service to all aspects of school life.
- Promote in students a strong commitment to serve others.

OTHER DUTIES:

- Encourage and promote engagement with the wider community, through active participation in the co-curricular life of the school.

Given the dynamic environment in which the school operates, the Principal may alter the roles and responsibilities of this position at his discretion in order to most effectively serve the needs of the school.

I have read, understand and agree to undertake the responsibilities and requirements as detailed in this position description.

Name:

Signature:

