



## POSITION DETAILS

REPORT TO:	Principal
FTE:	As negotiated
CLASSIFICATION LEVEL:	Level 3.1 or 4.1 (as per relevant qualification)

## JOB SPECIFICATION

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. These schools provide an education of academic excellence consistent with the teachings of the Bible, to children of many Christian denominations. They teach and train students in all aspects of life in such a way that God is seen as the centre of everything. They are an extension of the home and help parents fulfil the God-given mandate to bring up their children in His ways.

The primary corporate service functions of ACS are based at the Kings Park office for Sunrise schools, international schools, and ELCs.

The Qualified OSHC Educator position is based at the schools and is accountable to the OSHC Director.

## POSITION OVERVIEW

<b>Position Summary</b>	<p>Working under the direction of the OSHC Director, the Qualified OSHC Educator supports the day-to-day delivery of pre-prepared and structured programs to provide high-quality care and engaging activities for children attending before school, after school, and vacation care programs.</p> <p>The role focuses on creating a safe, inclusive, and fun environment that promotes children's wellbeing, learning, and development in line with the National Quality Framework (NQF) and service policies.</p>
<b>Reporting / Working Relationships</b>	<p>The Qualified OSHC Educator:</p> <ul style="list-style-type: none"><li>• is accountable to and under the direction of the Principal or delegate. The Principal provides educational leadership for the school and sets the general direction and ethos for all staff, students and community members.</li></ul>



	<ul style="list-style-type: none"><li>• will work closely with, take direction from and be supported by the OSHC Director.</li><li>• will work in collaboration with all staff</li><li>• should maintain and foster positive relationships with all staff.</li><li>• Certificate III Qualified Educators will report directly to a Diploma qualified Educator or higher.</li></ul>
<b>Special Conditions</b>	<ul style="list-style-type: none"><li>• Some out of hours work may be required</li></ul>

## KEY RESPONSIBILITIES

KEY RESPONSIBILITIES	RELATED TASKS
<b>Tasks</b>	<p>The Qualified OSHC Educator is required to assist the OSHC Director to:</p> <ul style="list-style-type: none"><li>• Supervise and actively engage with children in a safe, supportive, and positive manner.</li><li>• Assist in the preparation and evaluation of play-based, age-appropriate programs that reflect children's developmental stages, interests, and needs.</li><li>• Meet individual needs of children in line with the spiritual, educational, care, and recreational philosophy of the school and service.</li><li>• Build positive and respectful relationships with children, families, and colleagues.</li><li>• Follow and manage daily routines, including set up and pack down of activities, food service, and transitions.</li><li>• Ensure children's health, safety, and wellbeing are maintained at all times.</li><li>• Assist children with personal hygiene where appropriate.</li><li>• Implement and follow behaviour guidance strategies in line with school or service policies.</li><li>• Ensure compliance requirements under the National Quality Standards (NQS), My Time Our Place Framework, and relevant regulations.</li><li>• Work collaboratively with the OSHC team to maintain a clean, safe, inclusive and organised environment.</li><li>• Respond flexibly to changing needs and instructions from the Director or Lead Educators.</li></ul>



	<ul style="list-style-type: none"><li>• Manage and respond to emergencies and hazards in accordance with OSHC and WHS policies.</li><li>• Qualified OSHC Educators with a Diploma or higher qualification may be required to open and close the OSHC service in the Director's absence.</li><li>• Certificate III Qualified Educators may work as the second or subsequent Qualified Educator, under the guidance and supervision of a Diploma Qualified Educator or higher.</li></ul>
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## PERSON SPECIFICATION

### ESSENTIAL MINIMUM REQUIREMENTS

<b>Qualifications</b>	<p>Minimum Certificate III in Children's Services or equivalent ACECQA approved qualification.</p> <p>*A qualification is required, unless a waiver has been granted by the Education Standards Board allowing the service to operate with one fewer qualified staff than required.</p>
<b>Compliance</b>	<p>The following mandatory training and certifications are required:</p> <ul style="list-style-type: none"><li>• A current satisfactory WWCC (Working with children check) will be required at commencement of employment.</li><li>• Proof of completion of Responding to Risks of Harm, Abuse &amp; Neglect will be required at commencement of employment.</li><li>• Protective Practices Training</li><li>• First Aid and CPR</li><li>• Food Safety Training</li><li>• Sexual Harassment Awareness Training as provided by the centre.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• No previous experience is required but will be highly regarded.</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Knowledge of the ability levels of primary school age children.</li></ul>



<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"><li>• Excellent verbal and written communications skills are required.</li><li>• The ability to interact with children, parents and staff in a positive, sensitive and respectful manner.</li><li>• Effective observation and reporting skills.</li><li>• Ability to supervise children in a safe and effective manner.</li></ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre.</li><li>• Active involvement in a local church.</li><li>• A proven lifestyle founded on Biblical Christian principles.</li><li>• A life that demonstrates the indwelling of the Holy Spirit.</li><li>• A willingness to affirm the foundation statements and principles promulgated by the School and ACS.</li><li>• A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.</li></ul>

## DESIRABLE CHARACTERISTICS

<b>Experience</b>	<ul style="list-style-type: none"><li>• Prior experience working with children is desirable.</li></ul>
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The requirements of this job & person specification are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job & person specification should be read in conjunction with the employee's current Employment Agreement and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Manager. The Principal may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Authorised by: \_\_\_\_\_  
Principal Sunrise Christian School

Date \_\_\_\_\_

Accepted by: \_\_\_\_\_  
Applicant

Date \_\_\_\_\_



## POSITION DETAILS

REPORT TO:	Principal
FTE:	As negotiated
CLASSIFICATION LEVEL:	Level 1, Pay Point 1.3

## JOB SPECIFICATION

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. These schools provide an education of academic excellence consistent with the teachings of the Bible, to children of many Christian denominations. They teach and train students in all aspects of life in such a way that God is seen as the centre of everything. They are an extension of the home and help parents fulfil the God-given mandate to bring up their children in His ways.

The primary corporate service functions of ACS are based at the Kings Park office for Sunrise schools, international schools, and ELCs.

The Unqualified OSHC Educator position is based at the schools and is accountable to the OSHC Director.

## POSITION OVERVIEW

<b>Position Summary</b>	<p>Working under the direction of the OSHC Director, the Unqualified OSHC Educator supports the day-to-day delivery of pre-prepared and structured programs to provide high-quality care and engaging activities for children attending before school, after school, and vacation care programs.</p> <p>The role focuses on creating a safe, inclusive, and fun environment that promotes children's wellbeing, learning, and development in line with the National Quality Framework (NQF) and service policies.</p>
<b>Reporting / Working Relationships</b>	<p>The Unqualified OSHC Educator:</p> <ul style="list-style-type: none"><li>• is accountable to and under the direction of the Principal or delegate. The Principal provides educational leadership for the school and sets the general direction and ethos for all staff, students and community members.</li></ul>



	<ul style="list-style-type: none"><li>• will work closely with, take direction from and be supported by the OSHC Director.</li><li>• will work in collaboration with all staff</li><li>• should maintain and foster positive relationships with all staff.</li></ul>
<b>Special Conditions</b>	<ul style="list-style-type: none"><li>• Some out of hours work may be required</li></ul>

## KEY RESPONSIBILITIES

KEY RESPONSIBILITIES	RELATED TASKS
<b>Tasks</b>	<p>The Unqualified OSHC Educator is required to assist the OSHC Director to:</p> <ul style="list-style-type: none"><li>• Assist in supervising and engaging with children in a safe, supportive, and positive manner.</li><li>• Support the delivery of play-based, age-appropriate programs that reflect children's developmental stages, interests, and needs.</li><li>• Support individual needs of children in line with the spiritual, educational, care, and recreational philosophy of the school and service.</li><li>• Build positive and respectful relationships with children, families, and colleagues.</li><li>• Assist with daily routines, including set up and pack down of activities, food service, and transitions.</li><li>• Help ensure children's health, safety, and wellbeing are maintained at all times.</li><li>• Assist children with personal hygiene where appropriate.</li><li>• Support the implementation of behaviour guidance strategies in line with school or service policies.</li><li>• Assist with compliance requirements under the National Quality Standards (NQS), My Time Our Place Framework, and relevant regulations.</li><li>• Help provide a clean, safe, inclusive and organised environment.</li><li>• Respond flexibly to changing needs and instructions from the Director or Lead Educators.</li><li>• Assist in responding to emergencies and hazards in accordance with OSHC and WHS policies.</li></ul>



## PERSON SPECIFICATION

### ESSENTIAL MINIMUM REQUIREMENTS

<b>Qualifications</b>	While no formal qualifications are required, relevant experience will be highly regarded.
<b>Compliance</b>	<p>The following mandatory training and certifications are required:</p> <ul style="list-style-type: none"><li>• A current satisfactory WWCC (Working with children check) will be required at commencement of employment.</li><li>• Proof of completion of Responding to Risks of Harm, Abuse &amp; Neglect will be required at commencement of employment.</li><li>• Protective Practices Training</li><li>• Food Safety Training</li><li>• Sexual Harassment Awareness Training as provided by the centre.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• No previous experience is required but will be highly regarded.</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Knowledge of the ability levels of primary school age children.</li></ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"><li>• Excellent verbal and written communications skills are required.</li><li>• The ability to interact with children, parents and staff in a positive, sensitive and respectful manner.</li><li>• Effective observation and reporting skills.</li><li>• Ability to supervise children in a safe and effective manner.</li></ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre.</li><li>• Active involvement in a local church.</li><li>• A proven lifestyle founded on Biblical Christian principles.</li></ul>



	<ul style="list-style-type: none"><li>• A life that demonstrates the indwelling of the Holy Spirit.</li><li>• A willingness to affirm the foundation statements and principles promulgated by the School and ACS.</li><li>• A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.</li></ul>
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## DESIRABLE CHARACTERISTICS

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Minimum Certificate III in Children's Services or equivalent ACECQA approved qualification is advantageous.</li></ul>
<b>Compliance</b>	<ul style="list-style-type: none"><li>• First Aid and CPR Training is advantageous.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Prior experience working with children is desirable.</li></ul>

The requirements of this job & person specification are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job & person specification should be read in conjunction with the employee's current Employment Agreement and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Manager. The Principal may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Authorised by: \_\_\_\_\_  
Principal Sunrise Christian School

Date \_\_\_\_\_

Accepted by: \_\_\_\_\_  
Applicant

Date \_\_\_\_\_