



## INFORMATION FOR POTENTIAL APPLICANTS

### OSHC EDUCATORS Permanent or Casual Commencing as soon as possible

St Columba College is seeking passionate and motivated **Qualified Part-time/Casual OSHC Educators** to join their fantastic team based in Andrews Farm, SA. In this role, you will be responsible for providing high-quality care and engaging learning experiences for children in our Outside School Hours Care (OSHC) program.

OSHC hours are from 6:30 am to 9:30 am for the morning shift and 2:45 pm to 6:00 pm for the afternoon shift during the school term. Successful candidates will be expected to work a complete morning or afternoon shift, or both.

Vacation care operates from 6:00 am to 6:00 pm, and the successful candidate will be required to work full or part days during this period.

We welcome applications from qualified individuals looking to advance their careers.

Below you will find information to follow when submitting your application. Your application should include:

1. A covering letter of no more than two (2) pages outlining your suitability for the role. Please pay particular attention to highlighting your experience which supports the Key Responsibilities outlined in the Position Information Document.
2. Curriculum Vitae, of no more than three (3) pages, listing name and contact details of three professional referees. Please ensure that you include **your current employer**.
3. The completed **Application Declaration Form** (*found at the end of this document*).
4. Please direct any enquiries to Liane Anderson on 8254 0608 or via email at [employment@stcolumba.sa.edu.au](mailto:employment@stcolumba.sa.edu.au).
5. Please submit your application via email in one (1) PDF format and in the following order:
  - Applicant Declaration Form
  - Cover letter
  - Curriculum Vitae

Applications should be emailed to:  
Mr Darren Pitt  
Principal  
[employment@stcolumba.sa.edu.au](mailto:employment@stcolumba.sa.edu.au)

Applications close Sunday 25 May 2025

# Position Information Document

## OSHC AND VACATION CARE EDUCATOR (Qualified)



**Employment Type:**  
Permanent/Casual

**Classification & Stream:**  
Education Support Officer – Early Childhood/OSHC

**Grade 2**

**Reports to:**  
Principal  
OSHC Director / Assistant Director

**Employment conditions are in accordance with the Catholic Schools Enterprise Agreement (as amended or replaced).**

### 1. BROAD PURPOSE

Education Support Officers Grade 2 will have the knowledge, skills and demonstrated capacity to perform routine tasks under minimal supervision and more complex tasks involving the use of theoretical knowledge under general supervision. An Education Support Officer Grade 2 (Extension) will (in addition to the duties of an employee at Grade 1A & 1), within a school facility such as an Out of School Hours Care, or Vacation Care program, under minimal direction apply knowledge, skills and demonstrated capacity to perform routine functions consistent with their training. An Education Support Officer Grade 2 (Extension) will have the capacity where required to act as the Responsible Person for short periods of absence of the OSHC Director

### 2. KEY WORKING RELATIONSHIPS

OSHC Director

Assistant OSHC Director

Business Manager

Other staff

Parents/Families/Caregivers

### 3. DUTY STATEMENT

Duties include, but not limited to:

- Support the Anglican and Catholic ethos of the College and model the school's Christian traditions and practices
- Support the provision of a safe, healthy and stimulating environment for children, offering individual support and comfort when required
- Implement daily routines as directed
- Assist in the preparation of program planning for individual children and groups while contributing verbally to the program
- Work with individual children according to their needs, as instructed
- Work with groups of children with particular needs, under supervision
- Provide a safe and healthy environment for children
- Assist children with personal hygiene where needed
- Ability to work collaboratively and effectively in a team environment
- Build and maintain professional, inclusive and positive relationships with children and their families
- Report any emergency to the most senior person in close proximity, and assist as directed
- Report any hazard to the Director/Assistant Director and assist as directed
- Support the service in attaining and maintaining OSHC Quality Assurance

## Position Information Document

### OSHC EDUCATOR

- Work in accordance with the OSHC National Standards for South Australia
- Actively participate in regular performance reviews and undertake training and professional development activities as required

#### 4. PROFESSIONAL RESPONSIBILITIES

- Act in a manner consistent with the Code of Conduct for Staff at St Columba College
- Understand the employer's requirements and act in accordance with all College policies, guidelines, and procedures
- Be aware of and consistently implement all relevant College student policies and procedures
- Fulfil Duty of Care responsibilities to assist in the safety of all students
- Accept delegated responsibilities, as appropriate
- Present self appropriately, following dress code as required
- Understand and adhere to the requirements of the Privacy Act in relation to staff, students and families at the College

#### 5. PERSON SPECIFICATION

- Effective communication skills
- Ability to accept and provide supervision and direction
- Ability to interact with children in a positive, sensitive and respectful manner
- Ability to work effectively both as a team member and, with guidance, as an individual
- Ability to refer parents to qualified staff in a supportive, professional manner
- Ability to work, under supervision, in accordance with the principles of the OSHC Quality Assurance process
- Effective time management and organisational skills
- Knowledge of government regulations and compliances relating to OSHC as required

#### 6. SPECIFIC REQUIREMENTS

- Approved ACECQA Certificate 3 level qualification. (List of approved qualifications at: <https://www.acecqa.gov.au/qualifications/nqf-approved>) and/or demonstrated experience in a similar or comparative role
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- First Aid qualification, including application of first aid, emergency asthma management and anaphylaxis
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate
- Staff do not need to be vaccinated against COVID-19, with the exception of Staff working in a defined CESA High-Risk Setting. Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement.

#### 7. WORK HEALTH AND SAFETY

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012. As a *Worker*, while at work you must:

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure notified to workers by the employer that is related

## **Position Information Document OSHC EDUCATOR**

to health and safety at the workplace (Reference: Division 4, Section 28 – SA WHS Act 2012)

This position information document (PID) indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

Responsibilities may be varied as determined by the Principal (or delegate).

# Employment Declaration

To be considered for employment in any capacity, you must complete all parts of this Declaration, including by providing additional, supporting information and documentation where a "Yes" response has been recorded. You will not be considered for employment unless you complete the Declaration and provide comprehensive and complete information as necessary.

If you have any questions about the Declaration, please contact us on (08) 8254 0600.

Dr / Mr / Mrs / Ms / Other \_\_\_\_\_ **SURNAME:** \_\_\_\_\_

**GIVEN NAMES:** \_\_\_\_\_

**FORMER NAMES:** \_\_\_\_\_ *please ensure your FULL name is included*

**DATE OF BIRTH:** \_\_\_\_\_ (optional) **TELEPHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **P/Code:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**Please tick the statement that best describes your working rights in Australia:**

<input type="checkbox"/> Australian/NZ Citizen	<input type="checkbox"/> Permanent Australian Resident
<input type="checkbox"/> VISA with working rights (please provide a copy)	<input type="checkbox"/> Other (please specify): _____

Teacher Registration No. (if applicable): \_\_\_\_\_

*You must provide the **ORIGINAL** TRB issued teacher registration certificate (if applicable) and evidence of a valid, current DHS issued **Working With Children Check** for sighting at your work location.*

**POSITION FOR WHICH APPLICATION IS MADE:** \_\_\_\_\_

**Please respond to the questions below and sign the Declaration at the end of this form:**

- |  |     |    |     |
|--|-----|----|-----|
| 1. Have you ever been investigated, charged, arrested, reported for or pleaded or found guilty of any criminal offence? (Tick 'No' where an expiation notice only was received)  | Yes | No |     |
| 2. Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory work performance?   | Yes | No |     |
| 3. Are you currently the subject of an investigation or process being undertaken by your employer, a regulator/registrar or police?  | Yes | No |     |
| 4. (a) Have you ever been the subject of adverse findings in the course of an investigation or any other process relating to alleged unsatisfactory performance or misconduct by you as an employee?   | Yes | No |     |
| (b) If no to question 4 (a), did you resign during the course of a process/investigation and prior to any findings being made?   | Yes | No | N/A |
| 5. (a) Have you ever been the subject of adverse findings relating to allegations of misconduct by you including of a sexual nature towards or in relation to a child (person under 18 years of age) or towards any other person to whom you were responsible for providing education or other services? | Yes | No |     |
| (b) If no to question 5 (a), did you resign during the course of a process/investigation and prior to any findings being made?   | Yes | No | N/A |
| 6. Our process includes asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process?  | Yes | No |     |
| 7. (If applicable) Do you have conditions on your SA teacher registration?   | Yes | No | N/A |

**Please note:** If you answer YES to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as separate sheets.)

If you choose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Principal (or delegate) to discuss.

I have opted not to answer one or more of the above questions and ask that a meeting be arranged with the **Principal** (or their delegates)

**Please note:** If you wish a meeting to be arranged you must submit your application at least one week prior to the closing date.

## Further information and ongoing requirements

*Evidence of a criminal history that may be unrelated to any risk of harm to children will not automatically preclude a person from being or remaining employed.*

*The requirement for full and honest disclosure is a condition of initial and ongoing engagement. In signing this form you declare that you are a fit and proper person of good character, and if you are successful in your application, you will notify the **Principal** should there be a relevant change in your circumstances; for example, criminal charges and convictions, restraining orders, intervention orders, injunctions, disciplinary proceedings and investigations.*

*If you are charged with, convicted of, or granted bail in relation to a sexual offence against a child you are required to inform the **Principal** immediately and if you are accused, convicted or granted bail you will need to immediately cease providing services to the College.*

## Declaration

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered this Employment Declaration Form truthfully.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE:

Principal signature: \_\_\_\_\_ Date: \_\_\_\_\_