

## Information for Potential Applicants

### Children's Services Educator – Qualified

#### Permanent Part-time, 20 hours per week

Commencing ASAP

Thank you for your interest in St Columba College. Please find below information to follow when submitting your application.

Your application should include:

1. A one page covering letter.
2. A statement addressing the following selection criteria:
  - Liaise with the Director and in consultation with the staff develop, implement and evaluate a quality OSHC program which is based on individual and group needs of the children;
  - Provide supervision, guidance and support for children, staff and volunteers
  - Liaise with the Director and staff to maintain clear lines of cooperation and communication;
  - Provide a safe and healthy environment for children, assisting the Director to ensure that the premises and facilities are secure, hygienic and in good condition;
  - Apply appropriate behaviour management strategies in accordance with the College behaviour management processes;
  - Work in accordance with OSHC National Standards for South Australia;
  - Diploma in Children's Services or studying towards a Teaching Degree is essential
3. Curriculum Vitae listing name and contact details of three referees. Please ensure that you include **your current employer**.
4. Please also ensure that you complete the **Application Declaration Form** (available on our website) and include it with your application.
5. Applications should be emailed to the contact below:

Ms Leanne Carr, Principal  
[employment@stcolumba.sa.edu.au](mailto:employment@stcolumba.sa.edu.au)

**Applications close on Friday 13 October 2017 at 9.00am**

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# Children's Services Educator

## Position Information Document

# St Columba College

## Children's Services Educator | Position Information Document

### Introduction

St Columba College is an R - 12 co-educational College established as a joint initiative of the Anglican and Catholic churches of the Adelaide Dioceses. Established in 1997 and located at Andrews Farm in the Northern suburbs of Adelaide the College is open to families who are seeking a Christian education founded on the beliefs, values and practices of both traditions of our unique ecumenical partnership.

St Columba College seeks to develop an environment in which all community members experience welcome hospitality and encounter a place of care, safety and security with students at the centre of all that is undertaken. Students are invited to think about their future, set their goals high and to engage in the effort and focus required to achieve outstanding educational and personal success. Students are respected as capable learners. Teachers are committed to providing an environment focused on outstanding teaching and learning. We strive to honour every student's right to participate in a vibrant, innovative, relevant and challenging curriculum which motivates and inspires them to develop knowledge, skills, personal beliefs and values. We provide students with opportunities to develop their spirituality, through immersion in a rigorous Religious Education curriculum and participation in a rich liturgical program based on our Anglican and Catholic traditions. We support students to develop their understanding of Christianity and of God's personal love, which we hope inspires them to be a force for good in our world - a sign of hope for others.

The College invites parents and caregivers to be partners in the education of their children. In collaboration with families, staff seek to nurture and promote the Christian traditions and aims of the College and their aspiration for the highest educational outcomes for all students. The College community prides itself on its friendly culture, rigorous academic program, high standards of student behaviour, focus on student well-being, modern facilities and excellent recreational spaces all of which are sustained by the support and commitment of its parent community.

It is an understanding that teachers will uphold, model and actively support the Anglican and Catholic values and teachings that underpin the College. High expectations are placed on teachers to demonstrate professional behaviours and to be prepared to assume all responsibilities relating to teaching that provide students with outstanding learning opportunities.

### Vision

St Columba College seeks to nurture in its students and the community a close relationship with God, a passion for living, and a lifelong love of learning.

### Mission

St Columba College aims to provide students with outstanding learning and academic outcomes, and support students to experience God's love, as embodied within our Anglican and Catholic traditions.

### Background

The Children's Services Educator (Grade 2) is responsible to the Principal through the OSHC Director for assisting the Out of School Hours Care (OSHC) staff in providing quality support to children in their care.

### Key Areas of Work

The Children's Services Educator will undertake the following duties:

- Liaise with the Director and in consultation with the staff develop, implement and evaluate a quality OSHC program which is based on individual and group needs of the children
- Support the service in attaining and maintaining OSHC National Quality Standards
- Work in accordance with OSHC National Standards for South Australia
- Provide supervision, guidance and support for children, staff and volunteers
- Assist in supervision of children participating in the OSHC Program, including homework, internal and external play, art and craft and other activities
- Apply appropriate behaviour education practices and procedures accordance with the College Behaviour Management Policy
- Liaise with the Director and staff to maintain clear lines of cooperation and communication
- Provide a safe and healthy environment for children, assisting the Director to ensure that the premises and facilities are secure, hygienic and in good condition
- Provide objective written and oral observations of children while maintaining confidentiality
- Develop, implement and evaluate daily routines in consultation with other staff
- Assist children with personal hygiene where needed
- Deal with emergencies and hazards, direct other staff accordingly and report to the director as soon as possible
- Prepare and serve food as required
- Attend staff meetings as required
- Perform any other duties as required from time to time by the OSHC Director and/or Principal

### Person Specification

It is essential that the Children's Services Educator possesses:

- Ability to communicate effectively with children and adults
- Effective supervisory and interpersonal skills
- Effective teamwork skills
- Effective time management and organisational skills
- Planning and evaluation skills
- Ability to work with minimum supervision when required
- Ability to assist parents in a sensitive, supportive and professional manner
- Ability to accept and provide supervision and direction
- Effective observation and reporting skills

# St Columba College

## Children's Services Educator | Position Information Document

### Specific Requirements

It is essential that the Children's Services Educator possesses the following Experience and/or Qualifications and/or Training:

- Knowledge of and commitment to the Catholic and Anglican ethos
- Recognised qualification as per the ACEQA website ([www.acecqa.gov.au/](http://www.acecqa.gov.au/))
- Approved Mandatory Notification and First Aid training
- Police Clearance
- Knowledge of current care practices including Mandatory Reporting and Work, Health & Safety legislation
- Knowledge of appropriate reporting procedures and requirements relating to OSHC service

### 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 to health and safety at the workplace.

*Reference: Division 4, Section 27 and 28 WHS Act 2012*

### Performance Review

- The Children's Services Educator must undertake a performance review on an annual basis.
- On the first anniversary of appointment and annually thereafter, or at another mutually agreed time, consultation will occur between the Principal (or delegate) and the *Children's Services Educator* to ensure that the Position Information Document is accurate.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*Principal or Delegate*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Children's Services Educator

Role Review Date: \_\_\_\_\_ Performance Review Date: \_\_\_\_\_

# Application Declaration Form: Confidential to the Principal

Position Sought: \_\_\_\_\_

## Personal Details:

Surname: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

Title: Mr Mrs Ms Miss Other \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Religious Affiliation: \_\_\_\_\_

 South Australian Teacher's Registration Number: *(If Applicable)* \_\_\_\_\_

*(Please enclose a photocopy of current Teacher's Registration Certificate)*

## Tertiary Qualifications:

Award (Deg., Dip., Cert., etc)	Year Awarded	Institution

## Employment History: *Please provide information for the last 5 years.*

Year/Date	Name of Employer	Position

## Religious Dimension of St Columba College:

 Are you prepared to support the philosophy and religious traditions of St Columba College? Yes  No 

 Are you currently a practicing member of a worshipping community? Yes  No

## Employment Declaration:

Please respond to each of the questions below and add your signature.

***If you opt for a discussion with the Principal/Principal's Delegate rather than answering one or more of the questions YOU MUST SUBMIT YOUR APPLICATION ONE WEEK BEFORE THE CLOSING DATE.***

Have you ever been charged with a criminal offence? *If yes, please provide details.*

Yes

No

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Have you ever received a written warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory work performance?

Yes

No

*If yes, please provide details.*

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Our process includes asking referees whether there are any child protection concerns in your regard.

Do you foresee any problems arising from this process?

Yes

No

*If yes, please provide details.*

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

*The requirement for full and honest disclosure during the screening process shall be a condition of initial and ongoing engagement. In signing this form you declare that, if you are successful in your application, you will notify the Principal should there be a significant change in your circumstances that relates to the screening process; for example, criminal offence charges and convictions, restraining orders, injunctions, intervention orders, disciplinary proceedings and investigations.*

*I declare that I am fit and able to perform the requirements of the position for which I am applying.*

*I declare that the information in this application is true and correct and acknowledge that any falsification or suppression will render this application invalid.*

Signature: \_\_\_\_\_

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

**OR: I have opted not to answer one or more of the above questions and ask that a meeting be arranged between myself and the Principal/Principal's Delegate.**

Signature: \_\_\_\_\_

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