

Our Purpose

We are called to love one another



Nazareth
CATHOLIC COMMUNITY

POSITION INFORMATION DOCUMENT

Spanning across multiple campuses and sites on Kurna land in the western suburbs of Adelaide, Nazareth incorporates an Early Childhood Centre, Reception to Year 12 College, a Pathways & Partnership Centre, and a variety of community and engagement programs.

We provide learning that is holistic, inclusive, lifegiving, and lifelong. Our promise is that students will find their chosen pathway and graduate knowing they matter absolutely, have the power to make the world a better place and influence positive change.

A strong partnership between staff, children and families ensures we are all striving for the same outcomes.

Families are at the heart of our faith and learning environment and we are committed to building community through nourishing family life. It's not just students who get to experience what Nazareth has to offer, as we coordinate a range of programs and initiatives to support and celebrate all members of our community including early learners, graduates, parents, seniors and friends.

At Nazareth we invite our community to a deeper understanding of God through authentic, engaging, and life-giving experiences.

From the Early Childhood Centre to Year 12, we are continually examining the needs of young people as we prepare them for life as critical, informed and motivated contributors to the local community and beyond. In our community diverse cultures and religions are recognised and embraced. We embrace a contemporary approach to faith and learning, where innovation, technology and our environment enable both students and staff to be at the forefront of education.

Grounded by our Catholic beliefs, we aspire to be a living experience of Church, with every family and member of our community at the heart of what we do each and every day.

At the centre of Nazareth's vision is a community who, in partnership with Parish, gathers in prayer and celebration, with the Eucharist, from which it draws its inspiration, as the focus. The Christian message, together with the Catholic traditions and practices, is evident in contemporary, relevant, and diverse gatherings.

At Nazareth every single student and their family is known and celebrated for their unique gifts and talents, and it is our mission to help each young person in our care, seek their passions and follow them.

Name:

Position Title: OSHC Education Support Officer (qualified)

Appointment: Casual

ESO Grade: 2

Campus Location: Findon

POSITION OVERVIEW

Out of School Hours Care (OSHC) and Vacation Care services provide supervised care and recreational activities for up to 125 children from Reception to Year 6. Care can be provided before school from 7:00am – 8.30am, after school from 3.10pm – 6.00pm and from 7.00am – 6.00pm for Vacation Care and Pupil Free Days.

The OSHC Education Support Officer (qualified) reports to the OSHC Co-Directors, assists in curriculum development, planning and reporting and contributes to the smooth and efficient operation of an OSHC programme.

Our service offers a wide and varied range of age-appropriate activities which encourage children to interact with others, learn life skills, problem solve and be challenged by new experiences in a safe and relaxed environment.

KEY WORKING RELATIONSHIPS (INTERNAL)

- Principal
- R-12 Deputy Principal
- Head of Campus – Findon
- OSHC Co-Directors
- Human Resources Manager
- Staff
- Students
- Families
- Nazareth Community Members

KEY WORKING RELATIONSHIPS (EXTERNAL)

- External providers for Vacation Care Programs

KEY RESPONSIBILITIES/DUTIES

As the OSHC Education Support Officer (qualified) at Nazareth, you will:

- Work in accordance with the Vision, Mission, Values and Aspirations of the Nazareth Strategic Plan.

Specific Duties:

- Work collaboratively with the OSHC Co-Directors and other OSHC staff in the inclusion, support and care of children.
- Assist in the preparation, implementation and evaluation of developmentally appropriate programs for individual children or groups.
- Be responsible for recording observations of individual children or groups for program planning purposes.
- Develop good relationships with families attending the Nazareth OSHC, interacting with children and families in a positive, sensitive and respectful manner.
- Work with individual children with additional needs, children with complex health support needs and children from culturally and linguistically diverse backgrounds.
- Role model appropriate language and behaviour.
- Work in accordance with the Nazareth 'Personal Responsibility and Wellbeing procedure' in order to promote positive behaviour and deal with inappropriate behaviour.
- Refer families to the OSHC Co-Directors or OSHC Responsible Person in Charge where applicable.

- Be familiar with and adhere to the Child Safe Environment and Mandatory Reporting Guidelines and Procedures
- Adhere to and work in accordance with Food Safety Regulations.
- Assist with maintaining a safe and stimulating environment learning environment. Assist in the preparation and packing up of materials and equipment as required.
- Be responsible for basic cleanliness of the OSHC area and ensure that the area is left clean, tidy and secure each day.
- Assist in ensuring that equipment is safely stored and well maintained.
- Report any facility or maintenance issues to the OSHC Co-Directors or OSHC Responsible Person in Charge in a timely manner.
- Attend staff meetings and training as required.
- Understand and work according to the policies and procedures associated with the National Quality Standard.
- Carry out other duties as determined by the Principal, Head of Campus – Findon, OSHC Co-Directors, and/or Responsible Person in Charge.

ESSENTIAL PROFESSIONAL AND PERSONAL SKILLS

As the OSHC Education Support Officer (qualified) at Nazareth you will:

- Be studying a Bachelor of Education, and in your 3rd or 4th year, or
- Hold a Diploma in Children’s Services (or similar)

Have the ability to:

- Display initiative, discretion and self-direction to work unsupervised on set tasks.
- Work within time constraints and manage deadlines efficiently.
- Be flexible and adaptable in your approach to work practices and management strategies.
- Develop effective, cooperative and collaborative working relationships.
- Engage in a positive team environment, demonstrating commitment, enthusiasm and energy.
- Work effectively within a team environment to ensure excellence of service is provided to our students and families.
- Maintain discretion and confidentiality in respect to all information relating to the College.

Be able to demonstrate:

- Patience and flexibility when dealing with a range of situations and people, including the ability to respond to staff and student needs.
- Efficient organisational skills and initiative.
- Effective skills in Microsoft Office and SEQTA.

Possess:

- An understanding of the Catholic ethos and be supportive of the College’s values and expectations with particular attention given to the Vision and Mission Statement of the College.
- A willingness to adhere to CESA policies, including the Code of Conduct.
- An understanding of and adherence to the requirements of the Privacy Act in relation to staff, students and families in the community.
- Sound verbal and written communications skills.
- Excellent interpersonal and communication skills.

Display:

- Outstanding pastoral support and understanding towards students, parents / caregivers and staff.
- A commitment to continuous learning and service of the highest standard.
- Flexibility and adaptability in the approach to work practices and management strategies.
- Excellent personal grooming and business / professional presentation complying with the College’s Personal Presentation Policy.
- A willingness to always represent the College in a friendly and professional manner.
- A commitment to questioning processes and practices in pursuit of continuous improvement.
- A commitment to professional and personal wellbeing.

Additional requirements:

- Current clearance to work in Catholic Education SA, i.e.
 - Catholic Police Clearance
 - Working with Children Check
- Electronic screening clearance to work in Catholic Education SA.
- HLTAID012 First Aid Training
- Approved 'Responding to Abuse and Neglect' qualifications.
- Annual sign off is required for:
 - CESA Code of Conduct
 - Protective Practices
 - Nazareth ICT Agreement

WORK HEALTH AND SAFETY

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 of the employer that is related to health and safety at the workplace that has been notified to workers.

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