

Emmaus Out of School Hours Care (OSHC)

Diploma Qualified Educator

Role Description

The Diploma Qualified OSHC Educator provides safe, supportive and engaging care for school-aged children, contributing a high level of expertise to educational programming and daily service operations that intentionally reflect a Christian worldview and the values of Emmaus Christian School.

Working directly with children as part of the educator-to-child ratio, the role delivers play-based experiences, supports positive relationships and routines, guides less-experienced educators, and assists the OSHC Director and Coordinator to maintain a safe and well-organised service.

The OSHC Educator reports directly to the OSHC Director and will be led on the floor by the Coordinator or Nominated Supervisor. This is a permanent part-time role working 48 weeks per year, with four weeks of annual leave.

Educational Practice and Daily Operations

- ❖ Under the Coordinator's supervision, plan, deliver and evaluate engaging play-based experiences aligned with My Time, Our Place, the National Quality Standard, children's interests, family input and the School's Christian ethos.
- ❖ Use observations, documentation and critical reflection to strengthen the program and support children's wellbeing, belonging, social development and participation.
- ❖ Support efficient daily sessions by following established routines, supervision arrangements, individual support plans and directions from the OSHC Director or Coordinator.
- ❖ Actively supervise children, maintain required educator-to-child ratios, and guide less experienced educators through practical advice and positive role modelling.
- ❖ Prepare and serve food and assist with set-up, pack-away, cleaning and maintenance of equipment and resources.

Child Safety, Wellbeing and Compliance Support

- ❖ Follow medical management, allergy, medication and individual care plans, and communicate relevant information to the responsible person and educator team.
- ❖ Identify and report hazards, incidents and child safety concerns, and follow first aid, emergency, evacuation and safeguarding procedures.
- ❖ Apply respectful behaviour guidance and agreed support strategies, seeking direction when required and sharing relevant observations with families and educators.



Relationships, Communication and Service Improvement

- ❖ Build positive relationships with children and families, share appropriate daily information, and refer concerns or complex matters to the OSHC Director or Coordinator.
- ❖ Contribute feedback to reflective practice and continuous improvement, and support Holiday Program and special activities through preparation, risk controls, permissions and delivery.

Team & School Culture

- ❖ Work collaboratively and professionally with the OSHC team and wider staff, reflecting Emmaus values and supporting effective service delivery.
- ❖ Model a caring, professional and respectful approach consistent with the values and ethos of Emmaus Christian School.
- ❖ Contribute positively to staff culture through effective communication, teamwork and professional conduct.
- ❖ Participate in staff meetings, professional learning and School community activities as required.

Christian Commitment

- ❖ Model Christ-like character and values in personal and professional life.
- ❖ Support the school's mission: to provide a Christ-centred, biblically grounded, and academically rigorous education that enables students to grow in wisdom and character, to the glory of God.
- ❖ Participate in devotions, prayer, and other expressions of the school's Christian community.

Selection Criteria

Essential

- ❖ An ACECQA approved Diploma level qualification or higher in Education and Care, School Age Education and Care, or an equivalent approved qualification.
- ❖ Demonstrated experience working directly with school aged children in OSHC, education and care or a comparable setting, including planning and delivering engaging programs.
- ❖ Sound knowledge of the Education and Care Services National Law and Regulations, National Quality Standard and the My Time, Our Place framework.



- ❖ Excellent communication and interpersonal skills, with the ability to build positive relationships with children, families, staff and the wider school community.
- ❖ Ability to maintain accurate records and handle confidential and sensitive information with integrity and discretion.
- ❖ Current Working with Vulnerable People (WWVP) registration.
- ❖ Current First Aid and CPR certification, or a willingness to obtain and maintain these qualifications.
- ❖ Active membership of a Christian church and wholehearted support for the School's Christian mission, values and Statement of Faith.

Desirable

- ❖ Experience guiding educators, contributing to educational documentation or supporting service improvement in an OSHC setting.
- ❖ Experience using Xplor or an alternate childcare management system.