Emmaus Out of School Hours Care (OSHC)

Part-Time & Casual Team

Role Description

The OSHC Part-Time & Casual Team members provide a safe, engaging and supportive environment for school-aged children. Working directly with children as part of the educator-to-child ratio, the role delivers play-based experiences, supports positive relationships and routines, and helps each child feel valued and secure.

OSHC will initially operate from 3:00 pm to 6:00 pm during school terms, with shifts between 2:00 pm and 6:15 pm, and from 8:00 am to 6:00 pm during school term breaks, with shifts between 7:30 am and 6:15 pm. OSHC team members must be available to work within these hours according to the roster.

Educational Practice and Daily Operations

- Assist in planning and delivering 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.
- Support children in balancing recreation with educational exercises, arts and sports.
- Use developmental observations to support children's social and emotional growth by responding to their unique interests and contributions.
- Actively supervise children during all routines, transitions and activities to ensure physical safety. Maintained required educator-to-child ratios as per the roster.
- 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 as instructed.
- Identify and report hazards, incidents and child safety concerns, and follow first aid, emergency, evacuation and safeguarding procedures.
- Refer behaviour guidance to the OSHC Coordinator or Director (or nominated person in charge).
- Adhere to the National Quality Framework (NQF), service policies, and legal obligations regarding duty of care.

Relationships, Communication and Service Improvement

- Build positive, professional relationships with parents and caregivers, referring concerns and sharing all relevant information with the Director and Coordinator to support informed partnership and engagement.
- 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

- Demonstrated experience working directly with school aged children in OSHC, education and care or a comparable setting.
- 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, or ability to obtain prior to commencement.
- 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

- An ACECQA approved qualification or higher in Education and Care, School Age Education and Care, or an equivalent approved qualification.
- Sound knowledge of the Education and Care Services National Law and Regulations, National Quality Standard and the My Time, Our Place framework.
- Experience using Xplor or an alternate childcare management system.