



EMPLOYMENT OPPORTUNITY

Currently available

OOSH EDUCATOR

Toongabbie Christian College is a Kindergarten to Year 12 co-educational College in the western suburbs of Sydney. The College is a ministry of Toongabbie Baptist Church. Our purpose is to function as a Christian community in supporting families by providing quality education to develop the whole person in a Christ-centred, caring environment for life and eternity.

Toongabbie Christian College seeks to appoint an **OOSH Educator** who will:

- Maintain a commitment to a faithful walk with the Lord Jesus Christ
- Demonstrate ongoing commitment to the College's Purpose and Purpose Statements
- Commit to a growing understanding of the place of education, teaching and learning from a Biblical Worldview
- Set an example to students, staff and parents/carers in matters of faith and conduct

The Role

- This is a permanent part-time position
- 12 hours per week
- Hours/days:
 - Monday or Wednesday 2.30pm-5.30pm
 - Tuesday, Thursday, Friday 2.30pm-5.30pm
- Remuneration: in accordance with NSW Christian Schools General Staff MEA 2020-2023 Pre-school/ Childcare Services Stream, level 2.1 at \$24.94 per hour

Application documentation must include:

- Completed and signed Toongabbie Christian College General Staff Employment Application form, available at www.tcc.nsw.edu.au
- CV to demonstrate suitability for the position, including qualifications, relevant experience, current position responsibilities and employment history
- All application documents must be submitted as a single pdf via email – employment@tcc.nsw.edu.au
- Current Working With Children Check or an ability to obtain such a check
- Evidence of a current First Aid credential or a commitment to obtain such a credential by the commencement date

Selection Criteria

- The role could include: Before School Care, After School Care and Vacation care
- Applicants need to hold a cert III in Child Care
- Proven understanding of the needs and development of Primary children aged 5 – 12.

Application process

- Submit completed and signed application via email only - employment@tcc.nsw.edu.au
- Indicate in subject line the following: **Application: OOSH Educator**
- **Submit application as a single PDF which includes all relevant documentation**
- Specific enquiries regarding this position may be addressed to Mrs Bronwynne Pocknall (02) 8863 2952 or dpprimary@tcc.nsw.edu.au
- This position does not have a closing date
- Commencement date – As soon as possible
- Interviews for this position occur upon receipt of application

The College as a Safe School Organisation actively promotes the safety and wellbeing of all children. We are committed to protecting children from abuse or harm, in accordance with our legal and ethical obligations including Child Safe Standards. All applicants need to have a current Working with Children Check or be eligible to have one by the time employment commences.

ROLE DESCRIPTION

OOSH CHILDCARE EDUCATOR

1. PURPOSE OF THE POSITION

The OOSH Childcare Educator is responsible to assist the OOSH Coordinator with the day-to-day running of the Centre.

2. REPORTING RELATIONSHIPS

Reports to _____ Principal

Direct report _____ OOSH Coordinator *

This position _____ OOSH Childcare Educator

* The OOSH Coordinator reports to the Deputy Principal Primary

3. RESPONSIBILITIES

Demonstrated commitment to:

- Maintain a faithful walk with the Lord Jesus Christ
- Demonstrate ongoing commitment to the College's Purpose and Purpose Statements
- Set an example to students, staff and parents/carers in matters of faith and conduct
- Demonstrate a growing understanding of the place of education, teaching and learning within a Biblical Worldview

Operation, Administrative and Academic Responsibilities

- Supervise the children at all times, ensuring their well-being and safety
- Recognise the needs of children at different stages of development
- Treat all children with dignity and respect
- Implement the Centre's behaviour management procedures
- Assist actively in the planning, implementing and evaluating of the program
- Collaborate work with other members of staff as a team
- Attend staff meetings, in-service courses, workshops, etc as required
- Establish good relationships with children and parents/carers
- Keep the Centre clean and tidy, ensuring that all material and equipment are collected and packed away safely
- Wear supplied prescribed uniform when performing duties
- Maintain high standards of behaviour and dress
- Maintain positive public relations with local schools, groups and authorities
- Carry out other duties related to the operation of the Centre as required by the Coordinator

AGREEMENT

This role description is intended to describe the general nature and responsibility of work in this role. These statements are not constructed as an exhaustive list of all duties, tasks and skills required for this role. This role description should be read in conjunction with the employee's current conditions of employment and the provisions of the current NSW Christian Schools General Staff Multi-Enterprise Agreement.

Employees will also be required to follow any other role-related instructions and College policies, and to perform other role-related duties requested by the Nominated Supervisor to support the College's compliance with legislative obligations.