

LET
YOUR
light
SHINE

Information for Potential Applicants

Thank you for your enquiry about this position.

Attached you will find the Position Information Document relating to this role.

The panel will draw up a shortlist of applicants for interviews based on applications, and where necessary, referee reports.

If you decide to apply, your application needs to include a brief cover letter and your Curriculum Vitae/Resume.

Please include a list of 2-3 referees with contact phone numbers. It is essential that you seek your referees' permission and ensure they are willing to speak about you in relation to this position.

Email applications should be ONE DOCUMENT and include the relevant Job Title in the subject line and be sent (as one document) to denym@tenison.catholic.edu.au by the closing date.

Alternatively, please forward your application by post to:

Mary de Nys
HR Officer / Principal's PA
Tenison Woods College
PO Box 965
MOUNT GAMBIER SA 5290
email: denym@tenison.catholic.edu.au

Applications close 4.00pm, Tuesday, 28 January 2025

We will send an email advising you that we have received your application and then you will either receive a phone call requesting that you attend an interview, or a letter advising you have not been shortlisted.

The process, from the closing date of applications through to shortlisting and interviews, will usually take approximately two to three weeks.

On behalf of Tenison Woods College I thank you for your interest and effort, and I wish you well should you decide to proceed with your application.

Yours sincerely

Mary de Nys
Human Resources Officer/Principal's Assistant

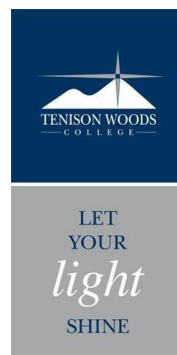
Tenison Woods College
Reception to Year 12
Co-Educational Catholic College

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PO Box 965,
Mount Gambier SA 5290

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Cricos Provider Code: 01751G
ABN 25 508 850 572



Position Information Document (PID)

Tenison Woods College is situated in Mount Gambier SA, approximately 440 kms from Adelaide. Based on the Mercy and Marist charisms, the College has a strong commitment to creating positive futures for all students through its motto of "Let Your Light Shine".

The College has an outstanding reputation for its innovative curriculum, pastoral care of students, staff and families, advanced technologies and modern facilities. Staff thrive on the leadership and professional development opportunities provided by the College and enjoy the benefits of working in a well resourced and exciting learning environment which caters for over 1,500 students from Early Learning through to Year 12.

Out of School Hours Care (OSHC) Qualified Supervisor / Education Support Officer

Status:	This is a casual position will involve working before school, after school, during term breaks and on student free days. Qualified Assistants will need to hold a Diploma in Children Services (or equivalent studies) and oversee the work of unqualified assistants.
Commencement date:	To be negotiated
Position Reporting to:	Principal, Deputy Principal Out of School Hours Care (OSHC) Coordinator
Employment Requirements:	A probationary period of 3 months applies to this appointment. With the consent of the applicant, this may be extended for a further 2 terms. As an employee of this school you will be expected to support our aims and philosophy by your conduct and interactions with the school community and by being an example of the Christian virtues. You must also ensure that at all times you avoid injury to the religious susceptibilities of the Catholic school community.

Role Purpose

Our qualified and supportive staff, promote the spiritual, intellectual, physical and social development of each child and are committed to supporting families within our community.

Tenison Woods College's Out of School Hours Care (OSHC) provides a safe and healthy environment for children who require Before School Care, After School Care or Vacation Care.

A fun and balanced activity program is offered that includes opportunities for all children to participate. The qualified and supportive staff promote the spiritual, intellectual, physical and social development of each child and is committed to supporting families within our community.

The service is a registered provider with the Child Care Benefit Scheme, and financial assistance is available for all families through the Family Assistance Office. The percentage of benefit received for OSHC varies depending on the household income.

Under the direction of the OSHC Coordinator, OSHC Supervisors will have the knowledge, skills and capacity for implementation and supervision of OSHC programs.

Role Responsibility

Delivery of Quality of Out of School Hours Care

Oversee the implementation and evaluation of the daily routines and programs ensuring that:

- The safety, security and wellbeing of the children is protected.
- The service attains and maintains OSHC Quality Assurance accreditation.
- Appropriate service policies and procedures are in place and followed.
- The program reflects the multi-cultural diversity of the community.
- Confidentiality is respected and maintained.
- Food of appropriate nutritional value and variety is provided and food preparation and storage and hygiene standards are observed.
- Ensure that accurate and complete records of each child's enrolment, attendance, illness, accident reports, observations and any other records as required by the Principal and OSHC Director are maintained.
- Supervise the daily functions of the service, including but not limited to:
 - Liaison with appropriate school staff regarding the OSHC facilities and OSHC resources;
 - Provision of information to parents about their children when requested or appropriate;
 - Bookings and cancellations;
 - Maintaining records of attendance.

Planning and Evaluation

- Undertake program evaluation.
- Ensure that the service is operating and meeting the needs of families and the community, maintaining effective and positive relationships with all stakeholders.
- Monitor the implementation and outcomes of the service's policies and recommend changes as required, while keeping parents informed of any changes to policies.
- Plan and co-ordinate in-service training for staff and volunteers.

Personal Specifications

Skills

- Effective oral and written communication skills;
- Ability to work as a dedicated team member, share ideas and issues;
- Ability to work with individual children with particular needs;
- Highly developed observation and reporting skills;
- Ability to implement appropriate programmes for children reflecting the diverse nature of the community in consultation with the OSHC Director;
- Ability to interact with children in a positive, sensitive and respectful manner;
- Ability to assist parents in a sensitive supportive and professional manner;
- Ability to develop and implement positive behaviour education practices;
- Ability to cope in an emergency or stressful situation; and
- Effective time management skills.

Knowledge

- Knowledge of and commitment to the Catholic ethos.
- Knowledge of local community.
- Sound knowledge of children's development, aged 5 – 13 years.
- Knowledge of age appropriate recreational activities.
- Knowledge of and commitment to, the principles of equal opportunity.
- Knowledge of responsibilities of the process of Mandatory Reporting.
- Sound knowledge of OSHC Quality Assurance.
- Sound knowledge of adult learning principles.
- Sound knowledge of current OSHC best work practices.
- Knowledge of the responsibilities of the employer and employee under the Occupational Health & Safety Legislation.
- Sound knowledge of administrative requirements of an OSHC service.
- Knowledge of the OSHC National Standards for South Australia.
- Sound knowledge of government regulations and compliances relating to OSHC.

Workplace Health & Safety

- Support the development and maintenance of a best practice WHS culture within their workplace.
- Adhere to safe work practices and encourage colleagues and others on the site to adhere to safe work practices.
- Participate in relevant WHS training programs.
- Comply with all relevant policies and procedures.
- Report hazards and unsafe workplace practices associated with the workplace to the Director.
- Suggest improvements or recommend changes to avoid, eliminate or minimise workplace hazards.
- Report work related injuries and incidents in accord with the Catholic Church Safety Manual.
- Raise WHS Issues with work colleagues, Director, or College WHS Officer and assist with their resolution.

Specific Requirements

- Diploma in Children Services or the equivalent/above.
- Current Working with Children Check.
- Experience working with groups of children aged 5 – 12 years of age.
- Approved Responding to Risks of Harm, Abuse and Neglect training.
- Current First Aid Certificate.

Your Responsibility

Once you have completed your application and additional information it will be your responsibility to ensure that:

- The role description has been addressed.
- You have demonstrated that you can carry out all of the duties of the position.
- You can provide proof of your qualifications and experience.
- You have included the names, position title and telephone number of your three (3) referees.
- Your application is signed and reaches the HR Officer by **Tuesday, 28 January 2025 at 4.00 pm.**

NB: Applicants MUST submit with their application, an Applicant Declaration Form obtained from <http://www.tenison.catholic.edu.au/files/d/12351/ApplicantDecForm.pdf>.

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Please Note:

This job description seeks to provide clarity and focus to the general role. It is not intended as - nor can it be - an all-inclusive list of every task that may emerge during the course of work, nor is it a static document. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.