



**WILLIAM CAREY
CHRISTIAN SCHOOL**

OOSH Educator
Part time or Casual

INFORMATION PACK

Please email your completed application and documentation to
employment@wccs.nsw.edu.au



Expect great things



VISION

To see our students saved by Christ.
To see our staff and students live for Christ.
To see our students learn, grow and flourish.

MISSION

Transforming lives by the proclamation of
the Gospel and the delivery of an excellent,
Christian education that is accessible to the
whole community.

MOTTO

Expect great things from God,
Attempt great things for God.



Our School

As a school community, we strive to:

- Grow in understanding of living God's way in God's world as God's image.
- Use evidence based research to drive outstanding teaching and learning practice.
- Offer and maintain an inclusive, supportive and safe teaching and learning environment.
- Promote a strong sense of belonging in our students, their families and the staff.
- Manage resources wisely to enable accessibility of the school to the whole community.

This means that a William Carey Christian School student is:
Well known, well cared for and well educated.

These three fundamental features of our school shape how we partner with students, families and the community to educate and grow the whole child.

WCCS students are **well known** by their teachers as individuals. Each student has been created by God, with their own strengths and requirements that need to be identified, acknowledged and met. This will allow students to be challenged and supported as they grow in knowledge and character, grounded in a clear understanding of who they are in God's world.

WCCS students are **well cared for** in an inclusive, supportive and safe school environment. Students have strong sense of belonging, a place where they can be nurtured, growing to be courageous and creative, challenged by the call of the Gospel, and given the conviction to shape the world, rather than being shaped by it.

WCCS students are **well educated** by teachers who make learning meaningful, seeing God's big picture and their place and purpose in it. Students learn how to learn, and are given opportunities to develop discernment and wisdom, developing their own unique character from the inside out.

Role Description

Details

- A part time role (contract hours negotiable) on a roster (days and hours negotiable) or casual educator position.
- Working in Out Of School Hours (OOSH): Before School Care, After School Care, Vacation Care.

Framework

Our task can be seen within the framework of:

- **Head** (the ruling side of things – biblical rule of faith and practice, NESA requirements, evidence based research, professional development),
- **Heart** (your passion for the gospel, for your subject, for colleagues and your students) and
- **Hands** (the practical component of what you do: administration, stewardship, implementation in our situation).

Working at William Carey gives opportunity and responsibility for staff:

- To maintain a Christian lifestyle, growing in living God's way; promoting and modelling an understanding of living God's way in God's world as God's image;
- To develop their biblical worldview and to disseminate it.
- To share the gospel with students and parents, pointing them to Christ.
- To develop relationships with students, parents, colleagues and others that show the fruit of the Spirit, seasoned with salt, modelling Christ in their interactions and being sensitive to interpreting responses from students and parents who come from diverse cultural and religious backgrounds.
- To develop their professional skills, carrying out their duties in a competent and conscientious manner, while seeking opportunities to improve their knowledge and skills, including through participation in professional development.
- To work cooperatively to maintain a consultative and collaborative workplace
- To work humbly, following reasonable instructions given by their supervisor, complying with school policies and procedures, and being accountable for their own actions and decisions.

The Role

The OOSH Educator delivers safe, engaging, inclusive and high quality Out of School Hours Care programs for school aged children across Before School Care, After School Care and Vacation Care. Working collaboratively with the Lead OOSH Educator, the role plans and facilitates play based learning experiences aligned with the My Time, Our Place framework, supporting children's wellbeing, development and sense of belonging.

The OOSH Educator remains compliant with the National Quality Framework and Child Safe Standards, including service administration and accurate record keeping, and works in partnership with the Lead OOSH Educator to support quality programs, continuous improvement and effective communication with families.

Reports to

The OOSH Educator reports directly to the Director of Early Education and Care Services, and is supported by the Lead OOSH Educator.

Essential criteria:

- A person of evangelical Christian convictions and character, actively involved in a Bible-based Christian church and committed to the work of Christian education.
- Affirm and uphold the School's Statement of Faith and committed to working a biblical worldview into all aspects of School role.
- A current and valid paid Working with Children Check clearance prior to commencement of employment, with ongoing maintenance of this clearance throughout employment.
- Meet and maintain the criteria of the Australian Professional Standards for Teachers (APST) at proficient level according to legislation.
- Certificate III in Early Childhood or School Age Education and Care, or equivalent (highly desirable).
- Experience working in an OOSH or with Preschool and/or Primary school aged children.
- Able to meet the requirements for the Responsible Person Present (RPP) and experience as an RPP (highly desirable)
- Current first aid qualification (HLTAID012), or willingness to acquire.
- Food safety and hygiene certification, or willingness to acquire.
- Commitment to child safety and adhering to Child Protection legislation, policy and training, including completion of National Child Safety Training (Foundation Training).
- Experience working with children with additional needs and diverse backgrounds (desirable).
- Able to meet the physical demands of the position, including staying active with the children and running engaging activities.
- Strong administrative and organisational skills.
- Ability to plan, implement, and evaluate educational programs that align with best practices.
- Excellent communication and interpersonal skills.
- Friendly and positive demeanour, consistently displaying patience and resilience.
- Ability to work both independently and collaboratively within a team, with a demonstrated capacity to work harmoniously with colleagues.
- Will communicate effectively with Lead Educator and management regarding students, colleagues, parents and the wider community in relation to matters concerning child educational and welfare issues.
- A commitment to ongoing professional learning and growth.

Role Responsibilities:

Service policy and regulatory compliance

- Comply with the OOSH Staff Handbook, and School policy/procedure statements.
- Current understanding of the National Quality Framework (NQF) and approved learning framework/s.
- Comply with National Law, National Regulations, and relevant policies and procedures.
- Understand and maintain up-to-date child protection training, ensuring compliance with mandatory reporting requirements.
- Contribute to the development and implementation of the Quality Improvement Plan (QIP) and strive for continuous improvement in service delivery.
- Maintain accurate records, including attendance, observations, and compliance documentation.
- Adhere to food safety and hygiene standards by completing ongoing food handler training, ensuring up-to-date knowledge and proficiency in required practices.
- Contribute to service quality improvement plans and strategic objectives.
- Attend staff meetings, planning and training sessions as required.
- Report to the Lead Educator about any problem arising which would affect the children, families, staff, regulatory and legal compliance or the smooth running of the service.

Service support

- Support the maintenance of accurate service records and compliance documentation.
- Support the planning and implementation of healthy, balanced menus that meet dietary and cultural needs of children, in line with service policies and regulatory guidelines.
- Assist the Lead Educator with managing food preparation requirements, including compiling shopping lists, purchasing groceries, and ensuring safe food storage and handling practices.
- Support the Lead Educator with resource organisation and maintenance.
- If demonstrated competence and appointed by the Approved Provider, assume the role of Person in Day-to-Day Charge (PIDTDC).

Student learning and wellbeing

- Build positive and respectful relationships with children, fostering their sense of belonging.
- Support the development, implementation and evaluation of play-based educational programs aligned with the My Time, Our Place (MTO) framework.
- Assist the Lead Educator in designing quality programs that meet the developmental needs, interests, and experiences of children in consultation with families and the school community.
- Promote child-led, intentional practices that foster creativity, social development, and life skills.
- Document children's experiences through observations and assessments in accordance with ACECQA standards.
- Ensure respectful and equitable relationships with children, and support children to build and maintain sensitive and responsive relationships.
- Maintain a physically and emotionally safe environment, ensuring all practices comply with the National Regulations and Child Safe Standards.
- Develop and implement risk assessments and safety checks to promote the wellbeing of children and staff.
- Promote healthy eating, hygiene, and physical activity in line with National Quality Standards and service policies.

Families and community

- Promote clear communication between the management team, educators and families.
- Actively engage with the Xplor platform, using it effectively to communicate with families, manage children's information, and share updates on children's wellbeing and experiences.
- Collaborate and maintain respectful relations with school staff, community organisations, and external stakeholders to enhance the service.
- Look for opportunities where a family may become involved e.g., multicultural events, craft activities, fundraising.

Other responsibilities

- When required, support lunchtime operations at the Carey Kiosk by serving approved pre packaged food and drinks, using basic point of sale processes and maintaining food safety, hygiene and cleanliness standards.
- Communicate operational matters related to kiosk support with relevant school staff, including the Canteen team, as required.
- Other reasonable duties as requested by the Director of Early Education and Care Services or Principal.

This Role Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties of this position. It is subject to review and modification by the Principal at any time in response to the changing needs of the School.



Statement of Faith

I affirm the following to be true and declare my commitment to living in accordance with these truths as a servant of Christ:

The Bible

The Bible is God's personal words to us announcing and explaining the Good News of salvation through the person and work of Christ. The Bible bears the authority, power and presence of God himself as he speaks these words to us. His words are complete. We cannot add to, subtract from or change them. They speak to all cultures and societies.

Other Ways God Reveals Himself

God has also revealed himself in his creation and in human nature. Every human being therefore knows that God exists, that he is powerful and that God is justly angry with mankind and therefore we are all without excuse. This revelation offers no way of salvation and so the natural reaction is to suppress this knowledge of God or replace God with gods of our own imagination. The knowledge of the way of salvation is revealed only through the Bible.

Human Knowledge

God has also graciously allowed all humanity to have a measure of knowledge and understanding of his creation such that were we to live in peace and unity there would be nothing on this earth that mankind could not accomplish. This knowledge and understanding, being then distorted by sinful belief, is confused, and to varying degrees becomes damaging and dysfunctional. All knowledge and understanding needs to develop within the framework of God's self-revelation.

The Trinity

There is only one God who exists in three persons, who are revealed to be the Father, the Son and the Holy Spirit. Each person is equal and all of God. God has no parts or dimensions. Each person relates to the others in intimate love and perfect fellowship. Each person carries out distinct roles and functions.

God's Sovereignty

God is not a part of the created order. He exists independently and yet he is intimately involved in his creation. God is infinite, eternal and unchangeable in his being, love, wisdom, power, holiness, justice, goodness and truth. All that exists, including time and space, has been created by him and continues to operate and exist only by his word and power. There is nothing that happens that has not been planned by God, whether good or evil. His plans and purposes cannot be thwarted in any way by any person or power.

Humanity

God created all that is not God. He did so to glorify himself. We exist for his glory which gives our lives eternal meaning and significance.

God created human beings, male and female, in his image, to glorify God and enjoy him forever. Being created in the image of God, though now damaged by Adam's sin, sets us apart from and over all other creatures. The image of God is the whole person, and cannot be limited to an ability or character trait.

Marriage

God created marriage to be an exclusive commitment between one man and one woman for life. All sexual activity outside of that relationship is contrary to God's design and character.

Sin and its Consequences

When the first man (Adam) chose to disobey God in hope of being God's equal, he and all his descendants, being born under his leadership, were then separated from God. Since God put all of the creation under the rule of mankind, Adam's rebellion caused his creation to no longer operate in accordance with God's design. Sin had entered the world and the original beauty of creation began to be destroyed, including our relationship with God, our sexuality, our relationships with each other, our bodies, minds, attitudes, emotions, and the environment around us. Since that time, people

have used everything and everyone for the selfishness of human pride, motivated by personal pleasure, greed, and glory rather than for the glory of God.

Being 'dead in sin' - separated from God by that first sin - every human being is conceived and born an enemy of God, damaged by the effects of sin, unable and unwilling to accept the truth about God, or to do anything that would be acceptable in God's sight without God's initiative.

God's Saving Work Through Jesus

From before creation, God, in his mercy and grace, planned to save some of humanity through Christ. The penalty for sin is death. Because God is just, the penalty for sin must be paid. So God himself became a man, Jesus. He was born of a virgin, lived a sinless life, defeated Satan, and died in the place of all who, by God's grace and enabling, would repent and entrust themselves to him for salvation. Having satisfied the justice of God, Jesus rose from the dead, ascended into heaven and continues as the head of a redeemed humanity, being those people whom God chose before He created the world.

The Holy Spirit

From heaven God then poured out the gift of the Holy Spirit upon his redeemed people. At conversion, each believer receives the Holy Spirit, the indwelling presence of God, to empower us for Christ's service and ministry to a fallen world. He gives his people the abilities to build up one another to live lives transformed into the character of Christ working together in the assemblies of the church.

Bringing Good News to the World

Every believer in Christ is commanded and sent by God to bring the Good News of this salvation to the world and, by word, action and attitude, bringing peace and grace to bear in the wider community.

Responding to the Gospel

For any person to be saved they must hear the Gospel as revealed in the Bible, and by the grace and work of the Holy Spirit be born again, and so change their attitude, be sorry for their sin, hate it and determine to live in obedience to God, putting their trust in Christ alone for salvation. God then declares the believer to be innocent of all sin and blameless forever. This is God's work of grace in us, not a work we can do ourselves. We cannot earn it or deserve it.

Commitment to a Local Church

The believer is adopted into God's family as a child of God, and therefore must be committed to a local church that faithfully teaches God's Word, the Bible. This involves active and regular participation in the

local church, taking one's place in the assembly of the church and serving God by working to build up fellow believers. Our aim is to glorify God, study his Word, and be transformed into the character of God while working together to bring the Gospel to the community. Worship of God is all of life.

Civil Authorities

While I submit under God to the civil authorities, I thank God for them and pray for them. I recognise that God is supreme and all authorities must ultimately answer to him.

Accepting God's Plans For Us

I understand that I live as a citizen of God's Kingdom in a world ruled by a sinful humanity driven by the deceitfulness of Satan. I therefore expect and accept that I will suffer. I am determined to bear whatever God's plans for me may be, mindful of the suffering of Christ, and the grace that saves me. I acknowledge that God's will, working out in his ways and plans, is often above my understanding. I submit in faith knowing that God works all things together for the good of his people and for his glory.

Living as Disciples of Christ

As a disciple of Christ I am determined to ever seek greater knowledge, wisdom and understanding from God's word so that I will constantly put away the habits of my old sinful nature. With fervent prayer I want to learn to live as the new creature I am in Christ, and to build up my fellow believers in faithfulness and service to him until he returns.

Christ's Return

I look forward to the return of Christ. I believe in the physical resurrection of the dead, and the coming of a new creation. I acknowledge the certainty of final judgement for all, the reality of hell which is the fearful prospect that awaits those who do not turn to Christ. I therefore commit myself to making the most of the time I have to call all people to turn to Christ for salvation and eternal life.

Christian Schools

I seek to serve and be of benefit to the local community through the ministry of Christian schools as a means to teach and model the Gospel and equip children and young people to live in God's world, God's way as God's image according to God's Word. The ministry of Christian schools involves weaving the story and teaching of the Bible as the key thread through the curriculum and in everyday practices, activities and operations while engaging with the scholarship and culture of our society. This is done with love and care for each person and family making up the school community.

Application Process

Your application should include the following parts:

- Your covering letter in which you address the selection criteria
- Your resume stating:
 - o Your academic qualifications and institution which conferred them
 - o Your professional history in education
 - o Other relevant professional experience which you feel might support your application
 - o Recreational and cultural interests in which you may have been involved in your previous schools
 - o The names and contact details of three referees (only to be contacted at a final stage of selection)
 - One of whom is your current Principal
 - Another must be the minister or pastor of the church you regularly attend
- An Application Form from the WCCS website.

Please submit your application in an email with attached parts to **employment@wccs.nsw.edu.au**.

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