



RADFORD COLLEGE

Radford College is an Anglican co-educational day school, committed to fostering global citizens by inspiring students from Pre-K to Year 12 to make good choices, self-regulate and be resilient as the foundations for academic success. The College is located in the suburb of Bruce, in Canberra.

Early Childhood Educators Outside School Hours Care Program Permanent part-time and Casual positions available

Suitably experienced and qualified applicants are invited to apply for these permanent part-time and casual Early Childhood Educator positions, commencing as soon as possible.

The opportunity

An exciting opportunity has arisen within the Outside School Hours Care (OSHC) team for casual and permanent part-time employment. We are looking for enthusiastic and caring staff for our Early Learning Centre and Junior School OSHC programmes.

About the role

The successful applicants will be required under the direction of the OSHC Director and Co-ordinators to work collaboratively to plan, implement and evaluate OSHC and Holiday programmes for children aged between 3 and 12 years old.

Working at Radford College

At Radford, we believe that the key to higher performing students is the effectiveness of their teachers, and that the key to effective teachers is the support they receive which enables them to perform their roles. Exhibiting high levels care our Early Childhood Educators work to achieve the goal of providing our students with a holistic and inspiring education that enables them to reach their full potential.

Why choose Radford?

As well as supporting and enabling staff to achieve their potential, Radford College offers:

- A vibrant and rewarding place in which to work
- Professional Learning financial support
- Salary Continuance Insurance
- Discounted school fees for eligible employees
- Employee wellbeing initiatives – EAP program, access to gym facilities and group fitness classes
- Generous Superannuation after qualifying period
- Salary Sacrificing
- Excellent resources and grounds
- Free onsite parking

For further information, please visit the [Employment](#) page on our Website.

About you

The successful candidate will have relevant experience in an Early Childhood Education setting and:

- Demonstrate a passion for collaborative work as a member of a high-functioning team, with the ability to adapt to changing priorities
- Be energetic, enthusiastic and demonstrate a willingness to grow through the sharing of best practice and professional experience
- Possess excellent communication and time management skills
- Commit to the safeguarding and promotion of student welfare
- Be reliable and punctual
- Support Radford's strategic priorities and goals
- Uphold Radford's Values of Truth, Compassion and Wisdom

Qualifications

- Hold or working towards Certificate III or Diploma in Early Childhood or Children's Services
- Current Working with Vulnerable People Card
- Current First Aid - HLTAID004 and HLTAID003

How to Apply

If you have further enquiries regarding this position, please contact Human Resources at recruitment@radford.act.edu.au

Applications close at **midnight on Wednesday 4 March 2020**, and should be addressed to:

The Principal

email: recruitment@radford.act.edu.au

Applicants will be subject to employment screening and will be required to provide a current ACT Working with Vulnerable People card prior to commencing employment.

DUTY STATEMENT FOLLOWS



RADFORD COLLEGE

DUTY STATEMENT OUTSIDE SCHOOL HOURS CARE ASSISTANT

POSITION ACCOUNTABLE TO Director of Outside School Hours Care

POSITION IS RESPONSIBLE FOR Not Applicable

CLASSIFICATION Independent Schools ACT
(Support and Operational Staff)
Multi Enterprise Agreement 2017
Child Care Worker Level 3

PURPOSE

To provide high quality education and care for Outside School Hours Care program.

RESPONSIBILITIES

- ensure the safety, health and wellbeing of all children in care
- coordinate programs as required for the Holiday Program
- coordinate and direct the activities of junior staff
- give each child individual attention and comfort as required
- maintain a high level of involvement and interaction with children in their play, as appropriate
- work to ensure that children with additional needs are supported and included
- assist in the preparation and implementation of programs suited to the needs of individual children or groups
- record observations of children for program planning purposes
- develop, implement and evaluate daily routines
- ensure that records are maintained and up to date concerning each child in care
- be involved in the development and implementation of the Quality Improvement Plan
- use appropriate behaviour modelling and language in guiding children's behaviour
- work in accordance with the licensing requirements under the Act
- understand and work according to the service's policy
- maintain confidentiality and respect the right to family privacy
- identify and report hazards to Director and ensure staff and complying with OH&S practices
- liaise with families in a courteous and professional manner, developing positive partnerships
- ensure the areas are maintained to a high standard
- attend relevant training and development to build on existing skills
- complete accurate accident reports as required
- other duties as directed

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE REQUIRED

- Completed a Diploma in Children's Services or Early Childhood and Care OR holding a Certificate 3 and be actively working towards a Degree or Diploma in Early Childhood Education
- A current First Aid Certificate and Asthma and anaphylaxis training or willingness to complete – Highly desirable
- Relevant experience with children

PERSONAL SKILLS AND ATTRIBUTES

- Positive energy and enthusiasm for the Early Years
- A strong work ethic and good organisation skills
- An ability to develop and maintain positive relationships with children and adults
- A high level of verbal and written communication skills
- An ability to work collaboratively and independently

It is a requirement that all Radford employees hold a current Working with Vulnerable People Clearance.