St Aloysius College

Information for Applicants

OSHC Assistant Director

Thank you for your interest in the advertised position. Below you will find position details and instructions to follow when submitting your application.

On the following pages you will find the Position Information Document.

Position Details

OSHC Assistant Director

- Replacement Position
- Commencing Monday 23 November 2026 to 17 January 2028
- ESO Grade 5 – OSHC Stream
- Full-time equivalent salary Grade 5 - Year 1: $87, 629 - $97, 920
- 48 weeks per year (consisting of the week before Term 1 starts and including two weeks after Term 4 ends)
- 25 hours per week (negotiable – suggested timetable below)

Monday	Tuesday	Wednesday	Thursday	Friday
7-9am	7-9am		7-9am	
1.30-5.30pm	1.30-5.30pm	2-6pm	2.30-5.30pm	1.30-5.30pm

The OSHC Assistant Director will support collaborative relationships and partnerships between educators, families and support professionals in response to the unique needs and circumstances of the students, families and community.

The OSHC Assistant Director will work as across both the Before and After School service.

Application

Your application should include the following:

1. A cover letter (1 page) highlighting your previous experience within an OSHC service and motivation for applying.
2. Your Curriculum Vitae, including a list of three recent referees relevant to the position (maximum 2 pages)

Employment Declaration

Please ensure that you also complete the CESA Employment Declaration Form and include it with your application.

Please submit your application via email to hr@sac.sa.edu.au and address it to:

Ms Paddy McEvoy
Principal
C/-Human Resource Team
St Aloysius College
53 Wakefield Street
ADELAIDE SA 5000

Applications close Monday 9 November 2026 at 9:00am.

Position Information Document

Out of School Hours Care Assistant Director

School Context

St Aloysius College is a Catholic school for girls shaped by the tradition of Mercy. St Aloysius College was established in Adelaide in 1880 by the Sisters of Mercy to educate girls to realise their own potential and to contribute fully to the wider community. The College's Mercy Lights Strategic Plan calls us to find new and creative ways to embody Mercy and to take up the challenge to empower young women to play a vital part in our world.

Our mission: *With faith and courage, we nurture in our students an enduring zest for all aspects of life and learning, inspiring them to be confident individuals who make a difference in the world.*

The Mercy Values of St Aloysius College underpin all that we do:

Compassion • Hospitality • Justice • Service • Respect • Courage

Position Overview

Under the broad direction of the OSHC Director, the OSHC Assistant Director works collaboratively to uphold the mission, values and Mercy tradition of St Aloysius College. A commitment to leadership, children's wellbeing and continuous improvement is central to fostering an inclusive, nurturing and high-quality environment for children, families and staff.

The Assistant Director OSHC supports the delivery of a safe, inclusive and nurturing environment that promotes the wellbeing, dignity and engagement of all children within a service of more than 80 children.

Demonstrating initiative, sound judgement and a commitment to compassionate relationships, the Assistant Director contributes to a positive community where every child is supported to thrive and actively participate in meaningful experiences.

Position Details

Position Title:	Out of School Hours Care Assistant Director
Key Working Relationships:	Direct Line Manager: Director OSHC Deputy Principal – Pastoral Care Accountable to: Principal Head of Primary Students, Parents/Caregivers
Standard Hours of Work:	Hours per week: 25 Weeks per year: 48
Position Classification:	Education Support Officer – OSHC Stream Grade: 5 *Terms and conditions in accordance with the South Australian Catholic Schools Enterprise Agreement (2020)*

ROLE SPECIFICATIONS

The Key Result Areas below identify the priorities of the position. KRA:

Living out Mercy values in the SAC environment

You fulfil a vital role in supporting the mission of the College by honouring the Mercy ethos and by making a positive contribution to the development of a Catholic Community. You are encouraged to participate fully in the life of the College and to support school activities and functions.

KRA: Support the Director with the operation, and administration of an OSHC service of more than 80 children.

Achieve this by:

- Operating with a high degree of autonomy and initiative while supporting the strategic and operational objectives of the service.
- Ensure compliance with relevant legislation, regulations and the National Quality Standard.
- Conduct internal audits and contribute to continuous improvement processes.
- Contribute to the development, implementation and review of risk management strategies
- Manage staff rosters in accordance with child-to-staff ratio requirements.
- Oversee food provision and hygiene practices in line with Healthy Eating Guidelines and regulatory standards.
- Contribute to the development and review of service policies, procedures and operational strategies.

KRA: Coordinating operational activities and service delivery focusing on program quality & child wellbeing

Achieve this by:

- Apply specialist knowledge of OSHC legislation, regulation and best practice to support service operations and quality outcomes.
- Lead the implementation and evaluation of quality recreation and leisure programs aligned with the My Time, Our Place Framework.
- Provide guidance and support to educators to deliver inclusive, responsive programs that extend children's participation, interests, strengths and developmental needs.
- Promote reflective practice and continuous improvement to achieve and maintain high-quality outcomes for children and families.
- Build collaborative partnerships with families, educators and external support professionals to enhance children's wellbeing and inclusion.

KRA: Promoting Staff Leadership and Professional Practice

Achieve this by:

- Lead, mentor and support staff through induction, professional learning and performance development to build capability and foster high-quality practice.
- Facilitate staff induction, training, development and performance review processes.
- Identify and coordinate professional learning opportunities that enhance staff capability and respond to service needs.
- Foster a collaborative and positive team culture through effective communication, regular meetings and shared decision-making.
- Lead and participate in operational, team and performance-related meetings and discussions.
- Undertake other reasonable duties as directed by the Principal.

PERSON & PROFESSIONAL SPECIFICATIONS

Skills

- Demonstrated leadership experience in OSHC and/or Vacation Care, including staff supervision and support.
- Experience planning, implementing and evaluating engaging, developmentally appropriate programs that support children's learning, wellbeing and inclusion.
- Excellent communication and interpersonal skills, with the ability to build positive relationships with children, families and colleagues.
- Strong organisational and time management skills, with the ability to manage competing priorities effectively.
- Experience in administrative, financial and marketing functions, including reporting and funding submissions.
- Proven ability to work autonomously, exercise sound judgement and contribute to continuous improvement.
- High-level digital literacy and proficiency in relevant systems and technologies.
- Commitment to the mission, values and Mercy tradition of St Aloysius College.
- Demonstrates positive behaviour education practices and supports individual children with
- Ability to cope effectively and lead, in an emergency and/or stressful situation
- Willingness to perform any other duties as required from time to time by the Leadership Team

Knowledge

- Knowledge of and active commitment to the Catholic ethos.
- Comprehensive knowledge of applicable CESA policies/procedures as well as legislative compliance requirements relating to Education and Care Services National Regulations, WHS and Child Protection obligations and responsibilities.
- Sound knowledge of current OSHC best work practices including OSHC National Standards for South Australia including being conversant with the 'My Time Our Place' framework.
- Knowledge and ability to implement age-appropriate recreational activities

Experience/Qualifications/Training

- An approved qualification for educators working with over preschool age children in accordance with regulation 137(2)(c) of the Education and Care Services National Regulations. (Refer to the ACECQA website https://www.acecqa.gov.au/qualifications/requirements/working-in-OSHC-services)
- Current Provide First Aid in an Education and Care Setting (HLTAID012) Certificate
- Current Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) Certificate
- Current Department of Human Services Working with Children screening clearance (WWCC)
- Current Screening and Verification Catholic Clearance Card (Catholic Archdiocese of Adelaide)

Special Conditions

- Some extra hours and flexibility of hours may be required around special events in the life of the College for example but not limited to Open Day, enrolment days, special masses, celebrations and around Key Result Areas (KRA)
- There is a requirement to participate in an annual performance review

Work Health and Safety

WHS duties as required, particularly for evacuation drills. This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012

As a *Worker,* while at work you must –

- Take reasonable care for your own health and safety
  - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
  - Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
  - Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 28 WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

PID Reviewed: October 2026