

Lutheran School Wagga Wagga



2 November 2020

Dear Sir/Madam

Child Educator and Care Worker - Out of School Hours Care and Vacation Care

Thank you for your expression of interest in the position available within our Out of School Hours Care (OSHC) and Vacation Care service. The position will commence from 4 January 2021.

Included in this letter is a position description for the advertised position.

Lutheran School Wagga Wagga commenced offering OSHC to the Wagga Wagga community in 1998. As part of the Lutheran School the program has as its core the Lutheran ethos, which underpins the program.

Since its small beginnings the service has grown to offer a highly regarded program that has available 60 after school places and 60 vacation care places. The cornerstone of this program is the contribution of the staff. The success of the service reflects their dedication, skills and abilities.

Salary and Conditions

All salary conditions are in accordance with the Independent Schools Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2017. A copy of this agreement is held on the OSHC premises for your perusal. The terms explained in the agreement are rights to you as an employee and do not form part of your employment contract.

The classification of employment will be in terms of this agreement. The salary payable you will be entitled to will depend on your current level of experience and qualifications as stated under the agreement.

Annual leave must be taken during the Christmas holiday period when the centre closes down, usually for a two week period. The remainder of annual leave can be taken throughout the year, but dates will need to be negotiated prior to taking them.

Working with Children

The position is subject to the Working with Children Check. It is an offence under the Commission for Children and Young People Act 1998 for a person convicted of a serious sex offence to apply for these positions. Relevant criminal history, relevant Apprehended Violence Orders and prior employment checks, including relevant employment proceedings, will be conducted on recommended applicants.

Please refer to the attached position description for duties and required qualifications.

Application

In your application please specifically address:

- 1) How you would go about positively interacting with children, giving each child individual attention and comfort as required.



Tamar Drive, Wagga Wagga NSW 2650 | Phone (02) 6923 8100 | Fax (02) 6926 2124 | Email admin@lpsww.nsw.edu.au
Out of School Hours Care Phone (02) 6923 8124 | Website www.lpsww.nsw.edu.au | ABN: 97 116 599 387

- 2) What experience have you had assisting with the development and/or evaluation of a program provided by a child care service.
- 3) What experience have you had recording a children's development and assist in planning for the ongoing development of the child.
- 4) What do you understand by ensuring a safe, healthy and clean indoor and outdoor environment for children.
- 5) What would you do when supervising the activities of a group of children for short periods of time during the day.
- 6) How would you communicate with parent to address an issue that occurred, what would you say.

You are invited to submit your letter of application, preferably via email, clearly addressing the selection criteria, with your current Curriculum Vitae, including at least two professional referees, marked confidential by Tuesday 17 November 2020 to:

Rebecca Cameron
Coordinator
Lutheran School Out of School Hours Care Wagga Wagga
1 Tamar Drive
Wagga Wagga NSW 2650

Email rcameron@lpsww.nsw.edu.au

Yours faithfully

David Shaw
Business Manager

Attachment 1: Position Description Child Educator and Care Worker