THE HUTCHINS SCHOOL

# APPLICANT INFORMATION

VIVIT POST FUNERA VIRTUS

HUTCHINS

ESTABLISHED 1846

hutchins.tas.edu.au

# Outside of School Hours Care – Child Care Assistant Casual

## Welcome and introduction

The following information has been compiled to give you a better understanding of what is expected of staff when they are part of the Hutchins community. We encourage you to visit our website (www.hutchins.tas.edu.au) should you require further information about the School.

## The role

Applications are invited from individuals wishing to join a team orientated and high performance learning environment in the casual role of Out of School Hours Care - Child Care Assistant. The roles will assist the Coordinator of Out of School Hours Care in the delivery of quality childcare programs in the Hutchins Outside School Hours Care Program.

The role will be during School Term time and School Term Break.

A Position Description is included later in the pack for further information about the role.

## Selection criteria

To be considered for this role candidates will need to address the following selection criteria and address each of these in the application in their cover letter.

The successful applicant in this process will have:

- Experience working with children
- Knowledge of the standards and regulations that apply to the child care sector.
- Progress towards relevant child care or educational support qualifications (minimum Certificate III or equivalent qualification) under the Australian Qualifications Framework.
- Progress towards Bachelor of Education (ECE, Primary or Secondary)
- Provide First Aid in an Education and Care Setting, or the ability to obtain such a qualification.
- Demonstrated ability to relate to and successfully engage with young children.
- Demonstrated ability to follow standard operating procedures and protocols and escalate matters of concern in an appropriate and timely manner.
- A current First Aid qualification such as Apply First Aid (previously known as Senior First Aid or Workplace Level 2)

- Ability to work collegially with others in a small team.

## Submitting your application

Your application for this role must include a copy of your curriculum vitae with at least two workplace referees and a cover letter of no more than two pages that addresses the selection criteria. Please combine your cover letter and curriculum vitae as a single PDF document, addressed to the Headmaster of The Hutchins School.

Applications for this role must be submitted via Seek.

For further information please contact humanresources@hutchins.tas.edu.au.

## Next steps

All applications will be acknowledged.

Shortlisted candidates will be invited to attend an interview and provided updates by phone. Unsuccessful applicants will be notified at the completion of the recruitment process by email.

The information you provide to us during this process will be treated with respect. To find out about how we safeguard your personal information please refer to our Privacy Policy.

## Safeguarding children

The School is committed to protecting children and young people from harm. We require all applicants who are to work with children and young people to undergo an extensive screening process prior to appointment, a process that includes – but is not limited to:

- a Registration for Working with Vulnerable People (RWVP) check;
- a national criminal history record check; and
- medical checks (as required).

All staff at the School are required to hold a current Registration to Work with Vulnerable People for the duration of their employment with the School.

Teachers must also be registered with the Teachers Registration Board of Tasmania and uphold their Code of Professional Ethics and Professional Teaching Standards.

The School will not employ a person who is deemed a prohibited person based on the information received during the screening process.

All applicants with direct contact with children and young people are required to attend at least one face-to-face interview.

These recruitment and screening procedures have been developed to ensure that we recruit personnel who are suitably qualified and committed to providing professional, safe and enjoyable education to children and young people.

For more information on the School's commitment to safeguarding children and young people, please read the Safeguarding Children and Young People Policy.

## References

We conduct a minimum of two reference checks for all shortlisted candidates.

All applicants are expected to provide a minimum of two professional referees. These referees must be:

- a representative of current or most recent employer; and
- must have had a direct managerial relationship and be capable of commenting on tasks, abilities, and relationships with colleagues.

Personal referees are not preferred. However, if there is no option but to include a personal referee, then that referee:

- may not be related to the applicant;
- must have known the applicant for at least 12 months; and
- must be able to vouch for the applicant's reputation and character.

All referee checks will involve direct contact with the referee. Written character references will not be accepted.

# About The Hutchins School

## History

The Hutchins School was founded in 1846 as a memorial to The Venerable William Hutchins, first Archdeacon of the colony of Van Diemen's Land.

Hutchins commenced operations under Headmaster J R Buckland at Ingle Hall in lower Macquarie Street, one of the oldest homes still standing in Hobart. In 1849 it moved to a purpose-build schoolhouse on Macquarie Street designed by Tasmanian architect William Archer. The Buckland family's combined 46 years in charge of Hutchins served to set the School on a distinguished educational and spiritual path, and it continues to expand and develop to this day.

The School opened a new sub-primary facility in Sandy Bay in 1947, before adding the Memorial Oval in 1955 and the Junior School in 1957. The Senior School followed in stages after the purchase of the former Queenborough Cemetery in 1960. The boarding house, science wing, administration block and classrooms, all opened in 1964.

The Macquarie Street building was sold in 1965 and Hutchins commenced full operations at Sandy Bay the following year, gradually adding a Middle School, Early Learning Centre, chapel, gymnasium, auditorium, sports grounds and performing arts centre.

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| Our vision | Hutchins provides an inspirational education where each student strives to achieve their personal best and is willing to serve their community as an informed and active citizen; locally, nationally and globally. |
| Our mission | Hutchins is an Anglican school whose supportive, learning community works together to nurture character of boys. |
| Our values | As a community, we aspire to be people of integrity who act with humility, kindness, courage and respect |
| Our faith | A Christian life, as a response to Jesus Christ, is commended and encouraged at Hutchins. We express our Christian values in welcoming and respecting members of all faiths, beliefs and traditions. |
| Our commitment | The Hutchins School community is committed to providing an age and stage holistic education with a focus on the wellbeing of boys. We aim to inspire students to be creative and adaptable by providing them with the skills to lead and succeed in their global future. |

If you have any further queries about The Hutchins School and/or the advertised role, please contact HumanResources@hutchins.tas.edu.au.

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# Position Description

## Outside School Hours Care – Child Care Assistant

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| **Reporting to:** | Outside School Hours Care Co-ordinator |
| **Direct reports:** | Nil |
| **Full Time Equivalent (FTE):** | 0.00 - Casual |
| **Classification:** | Preschool/Child care Services Grade 1 |
| **Role-specific check(s):** | Tasmanian Registration for Working with Vulnerable People (RWVP) |

## Background and context

The Hutchins School Outside School Hours Care (OSHC) is a service provided to the School community. Our Director of Kindergarten leads a team of staff who all contribute to a range of programs built upon the foundation of learning through play. Programs are designed not only to be fun but to provide interesting, diverse and challenging experiences that encourage children to develop self-esteem, independence and confidence through play.

The OSHC is open all year except for defined public holidays and the week between Christmas and the New Year. During school terms Before School and After School Care are offered. Vacation Care operates throughout all school holiday periods.

The role of Child Care Assistant is to assist the Director of Kindergarten and the Outside Hours School Care Co-ordinator in the delivery of quality child care programs.

## Key Relationships

Director of Kindergarten
Outside Hours School Care Assistant Co-ordinator
Early Learning Centre and Junior School teachers
School Nurse
Members of the Hutchins community

## Key accountabilities

### Child care

- Contribute to the planning, preparation and conduct of program activities.
- Provide supervision to small and large groups of children on school grounds and out in the community on excursions.
- Understand and apply the School's Privacy Policy and manage sensitive information related to children and their parents/carers with care and respect.
- Assist with personal hygiene routines such as application of sunscreen, hand washing and nose cleaning, assisting with toileting and nappy changes.
- Prepare and serve food following defined procedures.
- Attend regular staff meetings and make a positive contribution to the operations of the OSHC.
- Attend required professional development and learning when provided.
- Uphold the School's Code of Conduct defining professional behaviour, standards and statutory obligations.
- Support the School's Guiding Statements and model the values of the School through words and personal actions.
- Interacting with families, building key relationships.
- Administration duties when required.
- Other duties as required.

## Position Criteria

### Essential

- Demonstrated ability to relate to and successfully engage with young children.
- Demonstrated ability to follow standard operating procedures and protocols and escalate matters of concern in an appropriate and timely manner.
- A current First Aid qualification such as Apply First Aid (previously known as Senior First Aid or Workplace Level 2)
- Ability to work collegially with others in a small team.

### Desirable

- Knowledge of the standards and regulations that apply to the child care sector.
- Progress towards relevant child care or educational support qualifications (minimum Certificate III or equivalent qualification) under the Australian Qualifications Framework.
- Provide First Aid in an Education and Care Setting, or the ability to obtain such a qualification.

## Safeguarding children and young people

Our school takes child protection seriously, and as an employee of The Hutchins School, you are required to meet the behaviour standards outlined in our Practice and Behaviour Standards and The Hutchins School Code of Conduct, as updated from time to time, and to adhere to the requirements of the Safeguarding Children and Young People and Mandatory Reporting policies.

As a part of your duties and responsibilities, you are also required to:

- provide a welcoming and safe environment for children and young people;
- promote the safety and wellbeing of children and young people to whom we provide services;
- ensure that your interactions with children and young people are positive and safe;
- provide adequate care and supervision of children and young people in your charge;
- act as a positive role model for children and young people;
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management;
- maintain valid 'working with vulnerable people' registration; and
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

## Work Health and Safety (WHS)

The School is committed to achieving the highest attainable standards of Work Health and Safety (WHS) for its staff, students and visitors. As a member of staff, you will be required to:

- take reasonable care for your own health and safety.
- take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons.
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by The Hutchins School to allow the School to comply with the Work Health and Safety Act; and
- co-operate with any reasonable policy or procedure of the school relating to health or safety that you have been notified of.

## Our values

As a community, we aspire to be people of integrity. All staff at the School are expected to model the School's values, inspiring and encouraging others to do the same. The School values humility, kindness, courage and respect.

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**THE HUTCHINS SCHOOL**
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The Hutchins School Board as established by The Christ College Act 1926
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