



Southern Vales

CHRISTIAN COLLEGE

Belonging | Growing | Serving

2025
Information Pack:
OSHC Assistant

Southern Vales Christian College

General description

Southern Vales Christian College aspires to be a vibrant, Christ-centred learning community where students will develop a passion for lifelong education that values creativity, excellence, resilience and faith.

From humble beginnings in 1980, the College has grown to what it is today – a flourishing R-12 co-educational College. With campuses at Morphett Vale and Aldinga, we now have approximately 520 students and 100 staff members.

We are truly blessed. Our staff are passionate and dedicated. Each one is a committed Christian with a calling to serve the children and families of the College. Our teachers and support staff are highly qualified in their fields of expertise and seek to offer a caring and safe learning environment for the children in our care.

We see each young person as unique and made in the image of God. Senior school programs are tailored to the needs of each student and include pathways to both university and TAFE as well as into apprenticeships and employment. Academic achievement is highly valued, but equally so are godly character development, spiritual maturity, responsible citizenship and opportunities for leadership. Our goal is to produce graduates who go out into the world with passion, skills, confidence and enthusiasm.

Both campuses provide safe and engaging learning environments and an extensive and comprehensive learning program.

We are excited about what God is doing in our College and we trust that you will catch some of that excitement.

The Position: ***OSHC Assistant – Casual***

Available to work at the Morphett Vale and Aldinga Campus

** To be read in conjunction with the Terms and Conditions of Employment – Teaching Staff (included herein) **

** All staff at Southern Vales Christian College are practicing Christians who are in regular and ongoing fellowship with a local church. **

1. Nature of the Role:

This position involves a variety of responsibilities plays a critical role in delivering high-quality care and educational activities for children outside of school hours. This includes before and after-school care, as well as vacation programs. All OSHC staff are required to ensure a safe, welcoming, and engaging environment, assist in planning programs, and maintaining compliance with relevant standards and regulations. As a Christian College, the role requires a commitment to fostering positive relationships within the College community, contributing to the spiritual and academic life of the College.

2. Main Responsibilities:

Staff:

- Be the responsible person when required and carry out all duties and responsibilities related to the shift being worked as well as specific duties allocated by the Director.
- Maintain a sense of team with high morale.
- Work alongside the Director.
- Be familiar and follow with OSHC Philosophy and Mission Statement, Policies and Procedures, the National Quality Standards, MTOP, SVCC guidelines and legal liability regarding Duty of Care to children.
- Maintain awareness of up-to-date emergency procedures and reporting hazards.

Children:

- Supervise children during program hours, always ensuring their safety and well-being.
- Engage children in a variety of age-appropriate activities, including sports, arts and crafts, games, and educational exercises.
- Foster a supportive and inclusive environment where children feel valued, respected, and encouraged to participate.

Program:

- Participate and work with Director in the planning, perpetration and implementation of the program.
- Assist in preparation of Breakfast and/or Afternoon Tea.

- Prepare and maintain program materials, equipment, and resources, ensuring they are clean, organised, and accessible.

Parents/Guardians:

- Develop and maintain positive and effective relationships with parents.
- Inform parents of the philosophy and policies of OSHC.
- When appropriate, provide information for parents about children upon request or refer parents to the OSHC Director.

Administration:

- Maintain awareness of any individual health needs or issues (e.g. allergies, regular medication requirements, special needs).
- Participate in signing in children or help locate children if needed.
- Maintain illness, accident and any other record as required.
- Ensure the confidentiality of student records.

Premises:

- Assist in cleaning up at the end of each session, sharing responsibility for tidying and wiping tables, washing up paint/glue pots and brushes, sweeping floors, monitoring children's toilet facilities etc.
- Ensure premises and facilities are hygienic and in good condition
- Ensure premises are kept secure
- Maintain the Centre's resources or facilities in an appropriate condition.

Work Health and Safety (WHS) Responsibilities:

- Report any incidents (involving yourself or others), hazards or near misses to the WHS Coordinator, so that appropriate remedial action may be taken.
- When preparing for any School events or operations as part of OSHC that may involve food. preparation for the consumption by the general public or children, ensure that it complies with our "Safe Food Handling Policy".
- Participate in Evacuation Drills as instructed by the Executive Leadership Team.

3. Reporting/Working Relationships

The OSHC Assistant is responsible to the OSHC Director.

4. Essential Requirements

Mandatory:

- Hold, or be working towards, a qualification that meets ACECQA's minimum standards to be classified as a qualified educator (Diploma of Early Childhood Education and Care or equivalent)
- A current Working with Children Check (mandatory before commencement)
- A current Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) (mandatory before commencement)
- A First Aid certificate or be willing to obtain one



Attributes:

- Commitment to Christian Values: Aligns with the College's Christian mission, fostering a supportive and values-driven environment.
- Strong Communication Skills: Engages effectively with students, staff, and stakeholders, demonstrating professionalism, diplomacy, and confidentiality.
- Organizational Ability: Manages multiple tasks, meets deadlines, and prioritizes work.
- Customer Service Focus: Delivers high-quality service, maintains attention to detail, and is proactive in improving processes and efficiency.
- Independent & Collaborative Work: Works autonomously when needed and collaborates effectively with others in a dynamic setting.
- Passion for Education: Dedicated to supporting the academic and spiritual growth of students, while promoting the College's values and mission.

5. Preferred Requirements

- Previous experience in a school or similar environment, demonstrating strong interpersonal and communication skills.



Application requirements

1. College application form

Thank you for taking the time to apply for this position.

You should complete the **Application Form – Non-teaching position Page 1** and the information/documentation detailed on the **Application Form – Non-teaching Position Page 2** – both are included later in this document.

2. Pastoral reference

We ask that you also obtain a pastoral reference from your minister – please use the **Pastor's/Minister's Reference** form that is also included with this document.

3. Closing date for Applications

Applications will be considered on receipt.

4. Queries

Any queries should be directed to Claudia Mansfield, Human Resources Officer

Em: claudia.mansfield@svcc.sa.edu.au

Ph: 08-8488 0000

5. Completed Applications

Completed applications should be emailed to:

- claudia.mansfield@svcc.sa.edu.au

Terms and Conditions of Employment (Teaching Staff)

1. Ministry

The task of bringing children up into maturity is a responsibility that God has given to parents (Deuteronomy 6:4 – 9 and Ephesians 6:1-4). In our complex and specialised world, this is a very onerous task.

God has given the church a gift of teaching and so it is entirely appropriate that the church assist parents by providing schooling (Ephesians 6:4) that will enable children to ‘speak the truth in love’ and ‘to grow up unto Him, who is the Head, that is Christ’ (Ephesians 4:15 NIV).

The College is a community of learning that has a three-fold responsibility:

- Equipping, developing and training students.
- Assisting them to grow in the knowledge and understanding of Jesus Christ.
- Helping them to learn to work together in unity.

Southern Vales Christian College is a ministry of the Harvest Australia Church, raised up by the Lord for these purposes. Staff presence in the College should be as a result of a call from the Lord to exercise their God-given gifts in the context of the ministry of the College. Viewing the College as a ministry, staff will have servant hearts. Anything less will reduce their presence to that of a ‘hired labourer’.

All staff members shall be active members of a Christian church.

Teaching is a demanding ministry involving commitment to classes, individuals and staff. To engage students in learning as well as loving is quite often not without personal cost to the teacher. The only answer to such pressures is to be totally reliant upon God’s strength.

It is the responsibility of each member of staff to:

- Be fervent in prayer.
- Faith-filled.
- Ready for service.
- Exhibit character traits which honour the Lord.
- Use teaching methods that reflect God’s ways.
- Relate to others in unity.

Southern Vales Christian College is administered with the precepts of Christianity and under the authority of the Word of God. Our beliefs are such that we do not accept that homosexuality is appropriate. Accordingly, people who engage in homosexual practice will not be employed by this College.



2. Ethos, Aims and Objectives

The ethos, aims and objectives of the College are based on:

- Acceptance of the Lordship of Christ.
- Acceptance of the Bible as the written Word of God.
- The College aims to provide schooling of excellence that:
- Nurtures self-discipline in the student while teaching him or her to accept the discipline of the College, the church and to obey the laws of Government.
- Trains the student in the moral and ethical standards of the Bible.
- Develops the student's creative and critical abilities.
- Stresses cooperation rather than competition.
- Encourages the development of the students' gifts, skills and abilities for the service of the Kingdom and the world.
 - The College adheres to the Creationist model as the basis of its teaching programme.
 - Each member of staff shall be aware of and in agreement with:

Our College Motto

Our College Values

Our College Mission Statement

Our College Distinctives

Our College Vision Statement

Our College Statement of Faith

Each of the above is included in this document.

All staff members are required to teach in a way that is consistent with the policies of the College.

3. Operation of the College

The College Board is responsible to the Harvest Australia Church leadership for the general oversight of operations and the determination of broad policies. It is the body legally responsible for the College's activities.

Day-to-day responsibility of the College is delegated to the Principal who has the responsibility of interpreting the aims and objectives consistent with the ethos of the College. The Principal has been given authority for the operation of the College and recommends to the Board the engagement and dismissal of staff.

You will:

- Be supportive in respect of these matters.
- Set an example of personal conduct and attitude consistent with the ethos of the College.
- Carry out the implementation of the curriculum and college's programmes responsibly.



4. Professional Development

All staff shall participate in conferences and workshops as deemed appropriate by the Principal and Leadership. You will be encouraged to undertake other professional development opportunities as determined through the Performance Management and Development programme.

6. General Items

Your employment will be subject to the provisions of the Southern Vales Christian College Enterprise Agreement 2025.



Our College Identity

Our Motto

Excellence through Christ

At Southern Vales Christian College, we pursue *Excellence through Christ* always.

Our Mission Statement

Southern Vales Christian College is a vibrant and growing community providing best practice in Christian Education and equipping young people to discover their identity and purpose in Christ.

Our Vision Statement

Serving the South with outstanding Christian Education.

Southern Vales Christian College is an environment where families from the South of Adelaide can be humbly served by staff who:

- have a clear commitment of Jesus as Lord and Saviour
- show a capacity to apply their faith to the concepts of curriculum and the realities of life and
- provide an education relevant for the future

In such a way that students will:

- capture a passion for Jesus as the Way, the Truth and the Life
- be encouraged to serve Him with their gifts and abilities
- develop their full potential.

Trusting in God and the power of His Spirit, students will:

- be confident in God's sovereignty and their personal relationship with Christ
- grow in their personal relationship with the Lord Jesus Christ
- be equipped with the Biblical knowledge and life skills

that will enable them to apply such learning in their present and future lives in a way that will bring glory and honour to our Lord Jesus Christ.

Our Values

Belonging, Growing, Serving.

At Southern Vales Christian College, we pride ourselves in being a place where staff and students feel they belong, grow and serve.



- We belong in this College community; but firstly, we belong as the body of Christ (1 Corinthians 12:27).
- We grow in knowledge and character; but firstly, we grow in our relationship with God.
- We serve each other and the community; but firstly, we serve the one true Creator.

Together we belong, grow and serve in our College community.

Our Distinctives

- All staff are committed Christians
- Students are enrolled primarily from Christian families
- Each student is loved and accepted
- Students are encouraged to apply Biblical truth to their lives
- We encourage integration of students with disabilities and special needs
- Our curriculum is Christ centered and Biblically based
- The school is a praying community
- The school is a celebrating community
- According to their God-given gifts and abilities, students are encouraged to:
 - honour and develop their giftings
 - be secure in their uniqueness
 - succeed and excel
 - learn and develop within the community
 - serve others
 - understand God's call on their lives

Our Statement of Faith

A. We believe in the Divine Inspiration of the Scriptures.

The Scriptures (or Bible) consisting of the sixty six (66) books of the Old and New Testaments are the infallible Word of God. They were written by holy men of God inspired by the Holy Spirit and have supreme authority in all matters of faith and conduct. *2 Peter 1:21; 2 Timothy 3:16-17.*

B. We believe in the Unity and Tri-personal nature of the Godhead.

There is one God who is eternal, personal Spirit. He is Triune in essential being and revealed to us as Father, Son and Holy Spirit. *Genesis 1:26; Matthew 28:19; John 1:1,2; Acts 5:3,4; Colossians 1:9.*

C. We believe in the Deity and Humanity of Christ.



Jesus Christ is the second person of the Godhead. He is eternally one with God the Father of whose person and glory He is the accurate expression. In Him, the nature of God and the nature of man were united in one person: truly God and truly man. Seated at the right hand of the Father, He reigns now as King. *Hebrews 1:3; John 4:7-42; 1 Corinthians 15:20-25.*

D. We believe in the Person of the Holy Spirit

The Holy Spirit is the third person of the Trinity. He is eternally one with the Father and the Son; yet He is sent by them to achieve the divine purpose in the world and the church. *John 14:15-17; John 14:25-26.*

E. We believe in Creation.

God created the heavens and the earth and everything in it. Humanity is a special creation of God. *Genesis 1; Psalm 8.*

F. We believe in the sinfulness of humanity because of the Fall.

Man fell from fellowship with God by transgression of God's command and his nature was corrupted. Apart from God's grace, man is helpless and hopeless. *Romans 3:23; 5:12.*

G. We believe that Satan and the powers of evil exist, and that Christ is victorious over them.

Satan, a fallen angel, leads the kingdom of darkness in opposition to the kingdom of God. Satan and his evil spirits oppress mankind and attack the church of God. *Matthew 4:1-11; John 8:44; Acts 10:48; Ephesians 6:10-12; 1 Peter 5:8; Revelation 12:9.*

H. We believe that Christ's death made atonement for the sin of the world.

In order to redeem mankind from the guilt, penalty and power of sin, Jesus Christ became man and died a sacrificial death on the cross as our substitute. He rose again from the dead triumphant over sin, Satan and death. The sinner is reconciled to God, not through any personal merit, but solely on the basis of God's gracious gift of salvation received through faith. *2 Corinthians 5:21; Ephesians 2:8,9.*

I. We believe in the work of the Holy Spirit in bringing sinful humanity to salvation.

The Holy Spirit convinces sinners of their sinfulness and leads them to personal faith in Jesus Christ as Lord and Saviour. In the life of the believer, the Holy Spirit makes real the presence of Christ, leads into all truth, bestows gifts for Christian service and gives power for holy living. *John 16:8; John Chapters 14,15 and 16; Romans 8:1-17; 1 Corinthians 12,14.*

J. We believe in the Church.

The church is the body of people whom God has separated from the world through faith in Jesus Christ. All regenerate persons are members of the universal church. However, this church takes local forms

wherever groups of believers unite for worship, fellowship and service in accordance with scriptural principals. All believers are called to serve the Lord Jesus. However, God calls some individuals to particular ministries such as pastors, missionaries, deacons and other leaders. *Ephesians 3:10; Acts 14:23; Romans 16:5; Ephesians 4:11; 1 Timothy 3:8.*

K. We believe in Believer's Baptism by immersion in Water.

Christian Baptism is commanded by our Lord. It is expressed by immersion in water into the name of the Triune God of those who have professed repentance towards God and faith in our Lord Jesus Christ. *Matthew 28:18-20; Romans 6:3-4.*

L. We believe in the Lord's Supper.

The ordinance of the Lord's Supper was instituted by our Lord as an obligation for believers. The observance of which is the privilege of all who have professed repentance towards God and faith in our Lord Jesus Christ whose atoning death is declared in the ordinance until He shall come again. *1 Corinthians 11:23-32.*

M. We believe in the return of the Lord Jesus Christ.

At the end, according to His promise, Jesus Christ will return to the earth personally and visibly. The full coming of the Kingdom of God will be ushered in when Jesus comes again. *Acts 1:9-11; John 14:1-3; 1 Thessalonians 4:13-18; 1 Corinthians 15:23-25.*

N. We believe in the resurrection of the dead.

In connection with the Second Coming of the Lord Jesus, there will be a resurrection both of the righteous and the unrighteous. After death our bodies return to dust. Our spirits, however live on - either to be with Christ or to await the final judgment. *John 5:28-29; Philippians 1:23.*

O. We believe in rewards and punishments in a future state.

God appointed a day of final judgment for the world. Those judged righteous will receive their reward and will dwell forever in heaven with the Lord. The unrighteous will go to Hell, the place of everlasting punishment. *Acts 17:31; Revelation 20:11-15*

P. We believe that Christians are to live Godly lives.

Every believer is called to live a life that honours the Lord Jesus. We are challenged to be witnesses for our Saviour: in the family, in caring for the needy irrespective of colour, class or creed, in serving God through our time, ability and money. *John 19:27; James 1:27; Romans 12:1-8.*

All stakeholders acknowledge that conduct which contradicts, adversely affects, or offends the beliefs, tenets, practices, feelings, or sentiments of the Church or the College or is otherwise inconsistent with the doctrines and beliefs of the Church, will offend the 'religious susceptibilities' of the Members, where 'religious susceptibilities' is a term referenced in the Sex Discrimination and Equal Opportunities Acts).

Job Applications: Collection Notice

This Collection Notice:

- is a legal statement explaining how we may collect, use, communicate, disclose, and make use of personal information from you including sensitive information made available in applying for work at Southern Vales Christian College (“the College/SVCC”);
- regulates the collection of personal information in accordance with the Australian Privacy Principles (APPs) together and consistent with SVCC’s Privacy Policy.

The College’s Privacy Policy is available on this Website under “Policies”.

By applying to the College, you agree to the collection and use of information in accordance with this Collection Notice.

Purpose of Collection

In relation to personal information of job applicants and contractors/suppliers, the College’s primary purpose of collection is to assess and (if successful) to engage the applicant or contractor/supplier, as the case may be.

What we Collect

The College will collect the personal information you provide us when applying for a job, including but not limited to the information and forms contained in your resume and application. Information may also be collected from third parties such as: your referees and previous employers for professional/character checks; government agencies for screening checks including working with children checks, criminal history checks and teacher registration details. By applying for work at the College you consent to this information being collected.

The College may also prepare confidential reports and notes in relation to your application. This information may be kept by the College in circumstances where you have been unsuccessful in the event that another suitable position becomes available.

Use of Information

The information supplied by you may be used in the following manner:

Advisory and Other Purposes

The College may, from time to time, disclose Personally Identifiable Information to others for advisory, administrative, child protection, legal or educational purposes. Such disclosures will only be in relation to the primary purpose of collection, or for secondary purposes, related to the primary purpose, and which the individual would reasonably expect. If the College does not receive the information referred to above, it may not be able to assess and (if successful) engage the applicant or contractor/supplier, as the case may be.

Legally Required Releases of Information

We may be legally required to disclose your Personally Identifiable Information. Such disclosure may be (a) required by subpoena, law, or other legal process; (b) necessary to assist law enforcement officials or government enforcement agencies; (c) necessary to investigate violations of or otherwise enforce our legal obligations; (d) necessary to protect us from legal action or claims from third parties including you; and/or (e) necessary to protect the legal rights, personal/real property, or personal safety of the College, our users, employees, and affiliates.

Third Party use of Information

The College may use contractors to assist in its functions and in doing so may be required to disclose relevant personal information to these contractors to enable them to meet their obligations. The College will take reasonable precautions to ensure that those third parties comply with the Australian Privacy Principles.

Cloud Storage and Security

The College may store Non-Personal Information and Personally Identifiable information in the ‘cloud’ which may mean that it resides on servers which are situated outside of the College. We may use



these 'cloud' service providers to provide services that involve the use of personal information, such as services relating to email, instant messaging and education applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. Further information about the College's disclosure of personal information to overseas providers is contained in the SVCC Privacy policy.

The security of your data is important to the College. The College utilises practical protection measures to safeguard against the loss, abuse, and modification of the individual data under our control. Your data is kept in a secured database.

Access and Correction of Information

SVCC's Privacy Policy contains information about how you may access and/or seek correction of your Personal Information held by the College, if any.

Complaints

SVCC's Privacy Policy contains information about how you may complain about a breach of the Australian Privacy Principles, and how the complaint/data breaches will be dealt with.

Privacy Policy Updates

This Collection Notice may be revised or updated at the College's discretion from time to time.



Application Form – Non-Teaching Position Page 1

PERSONAL INFORMATION

Application Date :

Which Position (and Campus) are you applying for?

How did you hear about the position? (if a website, please tell us which one)

Name

Address.....

Postcode

Email Address.....

Phone (home) Mobile

Personal factors which may be relevant to performing the inherent requirements of the job such as family commitments, health etc.

.....
.....
.....
.....
.....

Are you an Australian citizen or a permanent resident of Australia or a New Zealand citizen who entered Australia on a current New Zealand passport?.....Yes/No

If not, do you hold a valid visa with work entitlements? Yes/No

When considering your application the College may request evidence of your entitlement to work in Australia.

CHRISTIAN AFFILIATION

What is your denominational preference?

Which church do you regularly attend?

Ministers namePhone

Ministers address Postcode

Note: Please ask your pastor/minister to complete the Reference form included with the application pack and forward it with your application.

Application Form – Non-Teaching Position Page 2

AS WELL AS COMPLETING THE PREVIOUS PAGE, PLEASE PROVIDE US WITH:

1. Brief personal statements under the following headings:

- How and when you became a Christian
- What being a Christian has meant to you
- What activities you are involved in with your church
- How your Christian experience has led you to make this application
- Why you believe God is calling you to work at Southern Vales Christian College

Christian Understanding:

There are some areas where Christians differ in their beliefs. While the College does not demand uniformity in all these areas, it is important for us to know what you believe. Please provide us with your understanding of the following:

- Theory of evolution
- Grace and law
- Miracles today
- Charismatic gifts
- The Christian view of leadership

2. References

- **Pastor's/minister's reference** (using the form provided by the College)
- the names, addresses and contact numbers for three **professional referees** who can testify to your character and professional ability.

3. A current resumé/CV which should include at least:

- **Education/Training**
What degree/s you hold
Major and minor fields of study
Details of any other relevant training
- **Employment Experience**
List all your teaching experience.
Any other experience relevant to the position you are applying for

PLEASE NOTE:

All employees at Southern Vales Christian College are required to hold a current Police clearance and be trained in Mandatory Notification and First Aid (a minimum of Basic Emergency Life Support (BELS)). Please provide copies of each of these with your application. If you do not hold these, you will be required to obtain them should your application be successful.

CHECKLIST FOR COMPLETED APPLICATION (please indicate in the check boxes that they are enclosed):

- | | | |
|---|---|--|
| <input type="checkbox"/> This Application Form | <input type="checkbox"/> Personal Statements (1. above) | <input type="checkbox"/> References (2. above) |
| <input type="checkbox"/> Resumé/CV (3. above) | <input type="checkbox"/> Qualification certificate | <input type="checkbox"/> First Aid Certificate |
| <input type="checkbox"/> Mandatory Notification | <input type="checkbox"/> Transcripts of relevant qualifications | <input type="checkbox"/> Working With Children |



Pastor's/Minister's Reference

Please ask your Pastor or Minister of Religion to fill in the following form.

Your Title & Name	Name of Church & Address	Phone

I have known _____ for _____ years.
(applicant's name)

Current Attendance - Please tick one box			
Regular	Irregular	Seldom	No affiliation
Current Involvement - Please tick one box			
Dedicated	Adequate	Minimal	No Involvement

Please briefly describe the applicant's involvement

Please tick one of the following	
I fully support _____'s (applicant's name) application and believe that he/she would be an asset to the College.	
I support the application with some reservations.	
I am unable to support this application.	
For confidential reasons I am unable to support this application.	
Feel free to contact me for further information.	

Please add any further comments	

Signed: _____ Date: _____

Thank you for your time.
ADAM DUNT – Principal