

Ignite ambition



John Paul College
Unity | Christ | Learning



Position Title	Head of Outside School Hours Care (OSHC)
Department/Faculty	Outside School Hours Care (OSHC)
Classification	Childcare Services Grade 6 Level 6.1
Employment Type	Permanent Full Time
Reporting Manager	Deputy Principal – Head of Primary
Prepared	December 2025
Updated	April 2026

About John Paul College

John Paul College (JPC) is one of Queensland's largest independent co-educational schools, offering a seamless learning journey from Early Learning to Year 12. Established in 1982 by the community for the community, our motto – Unity | Christ | Learning – continue to guide our mission of nurturing exceptional individuals with courage, integrity and a commitment to enrich society.

Our diverse community includes more than 2,400 students from ELC to Year 12, including our John Paul International College English Language Pathways. We develop ethical, creative and service-oriented thinkers who thrive in an increasingly complex global environment, grounded in Christian Ecumenical values welcoming all faiths and backgrounds.

Set on 33 hectares in Daisy Hill, Logan, our campus combines outstanding facilities with a future-focused education. Innovative learning spaces, sporting ovals, aquatic centres and a highly accredited Outside School Hours Care program support every aspect of student growth.

Guided by our mission to accelerate a dynamic learning community and ignite excellence in all, we nurture learners who are confident, adaptable and compassionate, ready to lead and serve in a multicultural, multi-faith global society.

Our Values

Mutual Respect: We show mutual respect by:

- Accepting others, celebrating our diversity and individuality
- Ensuring fairness and equity in every interaction
- Being patient and tolerant with each other.

Integrity: We act with integrity by:

- Demonstrating honesty and truthfulness
- Leading honourable lives with humility
- Taking responsibility and meeting our obligations.

Compassion: We live with compassion by:

- Showing kindness and love to others
- Caring for the vulnerable and marginalised in our community
- Generously giving of ourselves through active service

Excellence: We strive for excellence by:

- Seeking knowledge and a deep understanding of the world
- Rising to the challenge of the complex, difficult and unfamiliar in our lives
- Setting and achieving aspirational goals.

Position Purpose

The **Head of Outside School Hours Care (OSHC)** at John Paul College is responsible for the strategic oversight, operational management, and continuous improvement of the College's OSHC programs, including Before School Care, After School Care, and Vacation Care for Kindergarten and Primary School students.

Reporting Relationships

The **Head of Outside School Hours Care (OSHC)** reports to the Deputy Principal – Head of Primary.

Direct Reports: OSHC Educators, OSHC Leaders, OSHC Educational Leader

Key Liaisons: Executive Team, Primary Leadership Team, Head of Early Education, Workplace Health and Safety Officer, Risk and Compliance Manager, Head of Human Resources, Facilities Officers, employees, students, families and contractors.

Key Responsibilities

The **Head of Outside School Hours Care (OSHC)** is responsible for ensuring the provision of quality education and care of children in accordance with the National Quality Standards (NQS) and best practice. Through effective policies and procedures, the Head of OSHC role involves maintaining compliance with relevant regulations and standards.

This role ensures the provision of a safe, inclusive, and engaging environment for all children attending OSHC, in alignment with the college's educational philosophy and community values.

The **Head of OSHC** will lead a team of educators and collaborate closely with students, families, school staff, and external partners to deliver a high-quality care and enrichment experience.

It is expected that the Head of Outside School Hours Care (OSHC) will:

Leadership & Management

- Lead, manage, and inspire the OSHC team, fostering a positive, collaborative, and professional work environment which aligns with the National Quality Standard (NQS).
- Oversee recruitment, training, and performance development for OSHC staff to ensure high standards of care, safety, supervision and educational engagement.
- Develop and implement strategic initiatives to grow and enhance OSHC programs in alignment with John Paul College's vision and community needs.

- Personally develop each team member by providing appropriate training and mentoring.
- Develop a culture of teamwork, professionalism and premium customer service delivery.
- Develop and implement policies and procedures to maintain a safe, healthy, and supportive environment for children and staff.
- Lead the OSHC service through any assessment and rating processes conducted by ACECQA.

Program Development and Delivery

- Design and implement diverse, age-appropriate programs and activities that support children's physical, social, and emotional development.
- Ensure all programs meet relevant state and federal guidelines, regulations, and quality standards, particularly those related to the National Quality Framework (NQF) and My Time, Our Place framework.
- Integrate creative learning, sports, and recreational activities to ensure a balanced, inclusive, and engaging OSHC experience for all participants.

Operational Oversight and Administration

- Manage OSHC operations, including scheduling, staff rosters, enrolments, budgeting, reporting, and compliance with licensing and regulatory requirements.
- Monitor and maintain safety standards, including risk assessments, emergency procedures, and facility maintenance, ensuring a safe environment for all children and staff.
- Develop and oversee the OSHC budget, managing resources effectively to support program growth, staff development, and facility improvements.

Stakeholder Engagement and Communication

- Build and maintain strong relationships with children, families, staff, and the wider school community to foster a welcoming, inclusive OSHC environment.
- Serve as the primary point of contact for parents and caregivers, providing timely and transparent communication regarding OSHC activities, policies, and updates.
- Develop and maintain proactive parent communication systems including regular program updates, newsletters, parent information sessions, and opportunities for family input into program planning and development.
- Handle parent enquiries and sensitive matters professionally, maintaining clear boundaries while demonstrating genuine care for both children and families.
- Engage with College Leadership, teachers, and external agencies to support the holistic development and wellbeing of children in the OSHC program.
- Communicate regularly with the Deputy Principal- Head of Primary regarding OSHC operations, program developments, and strategic initiatives.

Continuous Improvement and Quality Assurance

- Encourage continuous improvement through regular evaluation, feedback, and alignment with the Quality Improvement Plan (QIP).
- Regularly evaluate program effectiveness through feedback, observations, and assessment, identifying areas for improvement and implementing change as needed.
- Maintain up-to-date knowledge of best practices and emerging trends in OSHC, incorporating these into program design and staff development.
- Ensure compliance with all state and federal regulations, NQF and ACECQA standards, and John Paul College policies and procedures including health and safety, completing all required documentation accurately and promptly.

Skills and Abilities

- Strong leadership and interpersonal skills, with the ability to inspire and mentor a team.
- Proven program development skills, with experience designing engaging and

- inclusive activities for Early Learning, Kindergarten, and/or Primary-aged children.
- Excellent communication and stakeholder engagement abilities, with experience working closely with families, staff, and community members.
- High level of organisational and time-management skills, with the ability to handle multiple priorities and deadlines, making informed decisions while maintaining a high standard of care and safety.
- Commitment to continuous improvement, quality care, and the college's vision and values.
- Strong systems knowledge required. Experience with enrolment, rostering and management programs such as Xplor is an advantage.

Additional requirements

All employees of John Paul College are required to:

- Maintain a degree of flexibility in working hours from time to time as required for the position, including attendance at functions and events early in the morning, in the evening and on weekends.
- Accept that the College reserves the right to modify the position to meet its operating needs.
- Assist and relieve in other positions from time to time.
- Demonstrate support for the College's philosophy, policies and procedures and core values.
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative.
- This position involves working with children and will be subject to satisfactory employment screening for child-related employment in accordance with the law.

Qualifications

- A degree in Education, Early Childhood, or a related field; Queensland College of Teachers (QCT) registration or eligibility is highly regarded.
- Sound knowledge of, or demonstrated commitment to rapidly developing expertise in, the National Quality Framework (NQF), My Time, Our Place framework, and ACECQA regulatory requirements.
- Current Working with Children Check, First Aid, and CPR certification.

Experience

- Demonstrated experience working with Early Learning, Kindergarten, and/or Primary-aged children in a professional educational or care setting, including designing and delivering engaging, developmentally appropriate programs or learning experiences.
- Experience in a leadership or senior coordination role within OSHC, early childhood education, Kindergarten, or a school-based setting.

Selection Criteria

Educational Qualifications and Professional Experience

- Qualifications in Education, Early Childhood, or a related field, with Queensland College of Teachers (QCT) registration or eligibility highly regarded. Applications are welcomed from candidates with backgrounds in OSHC leadership, early childhood or Kindergarten education, or primary teaching.
- Demonstrated experience working with Kindergarten, and/or Primary-aged children in a professional educational or care context, with a track record of leadership and a commitment to delivering high-quality outcomes for children.

Knowledge of OSHC Frameworks and Compliance

- Sound knowledge of the National Quality Framework (NQF) and My Time, Our Place framework, with practical understanding of OSHC or early childhood regulatory requirements; candidates with OSHC leadership experience are expected to demonstrate applied knowledge, while candidates from teaching backgrounds should demonstrate commitment to developing this expertise rapidly.
- Demonstrated understanding of child safety, wellbeing, and risk management obligations in an educational or care setting, including knowledge of state-specific OSHC regulatory requirements and ACECQA standards, or a clear and credible plan to develop this knowledge prior to commencement.
- Evidence of up-to-date certification in Working with Children Check, First Aid, and CPR.

Program Development and Implementation

- Demonstrated ability to design and deliver engaging, inclusive, and developmentally appropriate programs for Kindergarten, and/or Primary-aged children, drawing on a strong understanding of children’s social, emotional, physical, and cognitive development and the ability to translate this into practice.
- Experience incorporating best practices, emerging trends, and feedback mechanisms to continually improve program quality and outcomes for children.

Leadership and Team Management

- Demonstrated leadership experience in an educational or care setting, including the ability to recruit, train, mentor, and manage a team to foster a collaborative, high-performing, and professional culture.
- Strong interpersonal and communication skills with an ability to inspire, support, and motivate team members to achieve excellence in program delivery and care standards.

Stakeholder Engagement and Family Communication

- Strong ability to build positive relationships with families, children, staff, and the broader school community, serving as a responsive, approachable, and effective point of contact.
- Experience handling sensitive communication with parents and caregivers, providing regular, transparent updates about programs, policies, and child development in a professional manner.

Organisational Skills and Operational Oversight

- High level of organisational and time-management skills, with experience handling multiple priorities, including scheduling, enrolment management, resource allocation, and budgeting.
- Ability to maintain accurate, compliant documentation and records to meet reporting, regulatory, and licensing requirements.

Commitment to Continuous Improvement and Child-Centric Care

- Evidence of a commitment to ongoing professional development, reflective practice, and continuous improvement in the quality of educational programs and child-centred care.
- Willingness to adapt programs based on observations, data, and feedback, with a proactive approach to implementing innovative, inclusive practices that align with John Paul College’s mission and values.

Other Award Conditions

- This employment is covered by the Educational Services (Schools) General Staff Award 2020 ('Award') as amended from time to time.
- The position’s salary will be above-Award and commensurate with experience and qualifications.
- This is full-time Employment at 38 hours a week.
 - The standard working hours will be scheduled from Monday to Friday, between

6:00am and 6:00pm, with the possibility of split shifts, in accordance with the classification within the Award and the operational requirements of the College.

- The position is entitled to annual leave in accordance with the Fair Work Act 2009 (Cth) and the Award, as amended from time to time. As such, this role is entitled to four (4) weeks annual leave, or such lesser pro-rata amount. Annual leave loading is payable.