



Preparatory Assistant (Maternity Leave Replacement)

Oran Park Anglican College is a vibrant learning community in one of the fastest growing areas of Southwest Sydney. Catering for over 1000 students Prep – Year 12 in modern purpose-built facilities the College has established its reputation as providing a respectful, joyous and collaborative learning environment with strong pastoral support. We value academic rigour, comprehensive and inclusive pastoral care, service-learning opportunities, thriving sporting programs and excellence in the creative and performing arts.

In a recent School Review the College was described as a “positive, joyful community where the care of students was paramount”.

Our Preparatory program provides a developmentally appropriate blend of play-based and more formalised learning activities by fostering a child’s natural curiosity through the creation of rich learning environments and intentionally designed learning experiences which prepares each student for Kindergarten.

We are seeking to appoint a caring and enthusiastic early childhood educator to join our Preparatory team.

Position Summary

The primary role of the Preparatory Assistant is to support students in their learning and development. This involves assisting the students to follow class routines, join in learning activities and encouraging positive behaviour choices.

Reports to: Early Stage 1 Coordinator

Status and Hours: Full time (Term 1, 2023), Temporary position

Standard hours are Monday to Friday 8.00am – 4.00pm, although an understanding is required that the role will require greater hours than this, including attendance at full staff meetings held each term and other after hour events (with notice).

Full Time Equivalent (FTE): 1.0

Commencement Date: Term 1 2023

Dress Code: Oran Park Anglican College requires staff to dress in a professional manner, fitting of an independent school.

Vision

We strive to be a vibrant learning community that impacts every member for Jesus, through life-changing, caring, quality Christian education

Mission

We do this by growing a strong and sustainable College community that nurtures Christ-shaped values of courage, curiosity, craftsmanship, collaboration and compassion.

Major Responsibilities

The Preparatory Assistant will work collaboratively with the Preparatory Classroom Teacher and is responsible to the Principal through the Deputy Principal – Head of Junior School and Early Stage 1 Coordinator for:

- engaging with students and supporting them in learning and play activities
- helping to maintain a friendly, welcoming environment for students and parents
- preparing art/craft materials
- making playdough and other sensory materials
- setting up play centres/activities before students arrive
- ensuring equipment is packed away correctly
- taking students to sick bay/assisting students with toileting accidents if needed
- assisting with copying, laminating, and cutting materials for student activities
- assisting with supervision of students' eating and outdoor play
- participating in staff meetings and professional development as appropriate
- modelling a Christian example in all activities and caring for the spiritual welfare of their students
- working collaboratively with other staff to promote the College's values: courage, curiosity, craftsmanship, collaboration and compassion
- performing any duties as is required by the Principal or their nominees from time to time.

Professional and Personal Attributes

The successful applicant must have the capacity to work collaboratively and assist the Preparatory Teacher to provide a developmentally appropriate learning environment for our youngest students. Essential criteria for this role include:

- A committed Christian and an active member of a church
- Diploma in Early Childhood Education or similar qualification
- An understanding of and commitment to child safety and wellbeing
- An ability to work effectively as a team member
- Demonstrated initiative, flexibility and organisational skills
- Sound communication skills with students, staff and parents
- Experience in an early childhood education setting

Desirable Criteria

- Previous work in an educational setting.

Additional Information

Salary: In accordance with the Independent Schools NSW/ACT Standards Model (Support and Organisation Staff) Multi-Enterprise Agreement 2021

Child Safety: Oran Park Anglican College is committed to child safety. All members of staff are required to comply with applicable child protection legislation and are responsible for ensuring that the College's Child Safe policies, procedures and programs are at the forefront of all we do. As such, all members of staff are expected to satisfy child protection screening and adhere to the College's Child Safe Policy and Code of Conduct.

WHS: Oran Park Anglican College acknowledges that the health, safety and wellbeing of people and the provision of a safe working and learning environment are central to the values of the College. All members of staff undertake annual WHS training.

Note: All positions evolve over time and as such, the position description should be viewed as a guide with the full expectation that other duties as required will be a natural part of the role. The role will continue to evolve in consultation with the Principal.

The Application Process

Applicants are required to:

- Complete the "Application for employment – Non Teaching" form (found under the Employment tab on our website)
- Provide a 1-2 page cover letter which details your experience and demonstrates your ability to meet the essential criteria for this position, including a statement of personal Christian faith.
- Curriculum Vitae of no more than 4 pages

Please forward your application marked "Private and Confidential" to:

Mrs Naomi Wilkins
Principal
Oran Park Anglican College

Email employment@opac.nsw.edu.au – one PDF document

Website www.opac.nsw.edu.au

Applications close 21 October 2022

Interviewing and appointment may occur prior to closing date