

Candidate Information Pack

SMOSHC Director



Commitment to Child Safety

St Martins Lutheran College has a zero-tolerance approach regarding harm to children and young people and are committed to acting in students' best interests and keeping them safe from harm.

Each member of the College has a responsibility to understand the important and specific role that they play individually, and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all that they do, and every decision that they make.



St Martins Vision, Mission and Values

We are a welcoming, caring, Christ-centred learning community where students grow, flourish and are inspired to make a difference.

Vision

We will be known as a College in which everyone is welcome, cared for and feels proud to belong. Our highly skilled, dedicated staff will partner with families and the community to support and challenge each student to engage with learning and achieve their best. Our College environment will excite, inspire and enable flexible approaches to teaching.

Mission

Christian values and positive relationships are at the centre of everything we do. Each member of our community feels cared for, empowered and that they belong. We work together as stewards of God's creation for a sustainable future.

We are committed to continually improving and striving for excellence. Informed by research and a contemporary understanding of education, we use flexible, innovative approaches to inspire each student to engage positively in learning. We support each student to develop life skills, resilience and wellbeing. We encourage them to use their gifts and pursue their passions, celebrating achievement and personal growth.

Learning, community and social spaces are established to support connection, engagement and flexible approaches to learning. Our College environment is continually developed to excite, inspire and provide access for all.

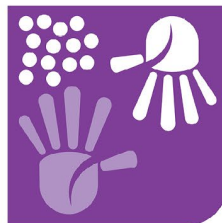
Values

St Martins Lutheran College provides a positive learning environment in a vibrant community. We are a caring Christian school and our community embraces the following values:



Compassion

The St Martins community demonstrates kindness and service to others. We are open and responsive to the needs of others, reaching out and actively caring for those in need.



Respect

We treat everyone with fairness and offer acceptance to all with genuine concern for the rights and well-being of the community.



Growth

We value development in learning and wisdom by encouraging students and staff to be curious and inquisitive about the world around them, motivating them to build on their strengths.



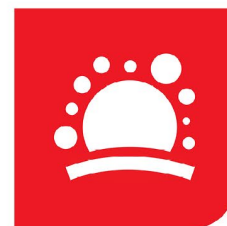
Faith

We share the love and grace of God with everyone in everything we do. Our community is nurtured spiritually to create an awareness of the strength we have in Christ.



Encouragement

We are guided to be our best and to look for the best in others.



Hope

We are inspired to view the world with optimism. We treat challenges as opportunities to build resilience. Our aim is to build a positive mindset that is open to learning. Those who hope in the Lord will renew their strength.

APPLICATION GUIDELINES

SMOSHC Director

32.5 hours per week term time

38 hours per week during Vacation Care and Student Free Days

Children's Services Award 2010 – Level 8

Ready to lead an OSHC service through its next chapter?

St Martins Lutheran College is looking for an experienced, motivated and qualified OSHC professional to take the reins of our small, community-focused Outside School Hours Care service as Director and Nominated Supervisor.

This is a genuine "build it with us" opportunity. St Martins Out of School Hours Care (SMOSHC) is licensed for 26 children and currently runs After School Care and full-day Vacation Care. We're investing in a fresh start for the service, and we're looking for a Director who wants to lead that journey, strengthening our systems, lifting our quality against the National Quality Standards, and ultimately growing our offering to include Before School Care.

If you're someone who thrives on creating order from a clean slate, loves mentoring a small team, and wants the chance to play a key role in lifting a service to its full potential - we want to hear from you.

Importantly, this role includes dedicated administration time (10 hours per week term time), recognising the significant leadership, compliance and operational responsibilities required to successfully manage an OSHC service.

What you'll be doing

- Acting as Nominated Supervisor, leading the service's day-to-day operations, compliance and risk management
- Leading and developing our Assistant Director and casual educator team
- Driving our Quality Improvement Plan and preparing the service for Assessment and Rating
- Building strong, genuine relationships with our students, families and school community
- Delivering an engaging program aligned with *My Time, Our Place*
- Working closely with our Business Manager, with dedicated weekly administration time to manage the operational side of the service

Hours of work

- Term time: approximately 6:30am – 8:30am and 3:00pm – 6:00pm, Monday to Friday, for which a broken shift allowance will be paid
- Full-day hours during school holidays for Vacation Care and Student Free Days during term time
- Plus dedicated administration time

Before School Care from 6:45am is part of our future plans for the service. Until this is up and running, those hours will instead be allocated to you as additional dedicated administration time, giving you real capacity to focus on strengthening our systems.

What we're looking for

- An approved ACECQA qualification for working with school-age children
- Experience as a Nominated Supervisor or similar leadership role within OSHC or education and care
- A genuine interest in quality improvement, someone who sees gaps as opportunities, not obstacles
- Strong organisational, leadership and communication skills
- Current WWCC, First Aid (incl. anaphylaxis and asthma management), Geccko training, RRHAN-EC, and National Police Clearance (or willingness to obtain)

Why join us

- A small, close-knit service where you'll know every child and family by name
- The opportunity to genuinely shape the future direction of the service
- Supportive Business Manager and leadership team invested in your success and the service's turnaround
- Protected admin time built into your week - not squeezed in around the edges
- Be part of a warm, Christ-centred college community

This role suits a confident, hands-on leader who is excited by a challenge and motivated by the chance to build something they can be proud of.

How to Apply

To apply, please submit:

- A **cover letter** responding to the following three questions (no more 2 pages in total):
 1. As Director/Nominated Supervisor, you carry significant responsibility for ensuring a service meets its obligations under the National Law and Regulations. What do you see as the most important responsibilities of this role, and how would you go about embedding these into the everyday running of the service?
 2. The National Quality Standard covers seven quality areas. Which of these do you see as most critical to focus on first when working to lift a service's overall quality, and why?
 3. Describe a time you led a small team through a period of change or difficulty. What was your approach, how did you support your team, and what was the outcome?
- A **current resume**, including the contact details of at least two professional referees

Applications close on 9:00 am Friday 17 July 2026.

Enquiries to:

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Business Manager
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Applications to:

Email: hr@stmartins.sa.edu.au



St Martins Lutheran College

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