



Employment and Volunteer
Application Pack



We're always looking for excellent candidates to join our team.
Do you think that could be you?

If you've had a look around our website, or heard about us in the community and think that the answer is "YES," then please get in touch:

- Read the Quinns Kids Employment and Volunteer Application Pack
- Complete the application form on our website
<https://www.quinnskids.org.au/employment>
- Attach your resume
- Attach a letter explaining why you are applying for this position and what makes you a suitable candidate for the Quinns Kids team.
- Attach any other supporting documents

We look forward to receiving your application.

Quinns Kids Information

Statement of Philosophy:

Our goal is to provide spiritual, emotional, mental and physical support to families of the Quinns Baptist College and the wider community through and beyond an out of school hours and vacation care.

We see the need for families to have a localised in-house service for their children. We see the need for children to have their worth and wellbeing met through a loving, safe service which allows children freedom to be the individuals God created them to be.

Through excellence in:

- relationships between children, families, Quinns Baptist College, Quinns Baptist Church and the wider community.
- communications that are transparent, respectful and focused on continual improvement of our service.
- staff by employing, training, developing and investing in quality educators.
- adhering to all laws and regulations pertaining to Child Care.
- creating an environment which is fun, safe, engaging, meaningful, friendly, personal and nurturing.



Quinns Kids Governance Structure

Quinns Baptist Church Inc.



Quinns Baptist Community Care Inc.

A memorandum of understanding is established between Quinns Baptist Church Inc. and Quinns Baptist Community Care Inc.



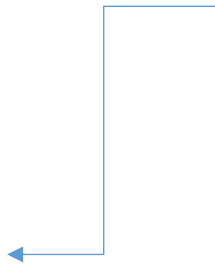
Quinns Kids



Quinns Kids Nominated Supervisor



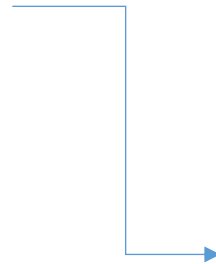
Quinns Kids Certified Supervisors /
Qualified Educators



Quinns Kids Educators



Quinns Kids Relief
Educators



Quinns Kids Volunteers



Qualified Educator / Certified Supervisor role description

1. Participates and contribute towards all team training and induction sessions.
2. Promotes the statement of philosophy of Quinns Kids and represents its values in all relationships and service.
3. Adheres to the Quinns Kids Code of Conduct.
4. Reports to the Nominated Supervisor or Educational Leader and seeks support and guidance wherever necessary.
5. Ensures that children are adequately supervised always.
6. At all times, takes reasonable precautions and engages in adequate supervision to ensure children are protected from harm and hazard.
7. Ensures that team members are following the policies, procedures and values of Quinns Kids and encourages and supports the team members where necessary.
8. Ensures that the physical environment is safe, clean and fit for purpose at the beginning and end of each session.
9. Takes an active role in the planning, programming and preparation of activities and opportunities offered to the children, under the guidance of the Nominated Supervisor and Educational Leader.
10. Reviews and reflects on the activities and learning opportunities offered to the children.
11. Works collaboratively to affirm, challenge, support and learn from each other in the team, to further develop their skills and to improve practice and relationships.
12. Promotes positive behaviour and supports others to do the same.
13. Communicates with all stakeholders effectively, through daily interactions, phone calls, email and meetings and is friendly, approachable and professional.
14. Undertakes all admin necessary for the effective running of each session.
15. Develops respectful and positive relationships with children.
16. Adheres to the National Quality Framework and all laws and regulations pertaining to out of school hours care.



Educator / volunteer role description

1. Participates in all team training and induction sessions.
2. Promotes the statement of philosophy of Quinn's Kids and represents its values in all relationships and service.
3. Adheres to the Quinn's Kids Code of Conduct.
4. Reports to the certified supervisor and seeks support and guidance wherever necessary.
5. Develops respectful and positive relationships with children.
6. Follows the Quinn's Kids behaviour management policy and procedures and promotes positive behaviour.
7. Contributes to the planning cycle through planning, programming, preparation, documentation and sharing of activities and opportunities offered to the children, under the guidance of the Nominated Supervisor and Educational Leader:
 - a. adding ideas from educators and children and next steps.
 - b. by offering planned activities that are deliberate, purposeful, and thoughtful in their decisions and actions.
 - c. responding to children's ideas and play and extending children's learning through open-ended questions, interactions and feedback.
 - d. offering choices to the children enabling them to make choices and decisions that influence events and their world.
 - e. noting observations, analysis and next steps
 - f. writing learning stories to share memorable moments with the families
 - g. collaborating with the team to consider and make decisions that are child-centred and based on the curriculum framework, 'My Time, Our Place.'
8. At all times, takes reasonable precautions and engages in adequate supervision to ensure children are protected from harm and hazard.
9. Follows the policies, procedures and values of Quinn's Kids and encourages and seeks help and guidance from the certified supervisor where necessary.
10. Works collaboratively to affirm, challenge, support and learn from each other in the team, to further develop their skills and to improve practice and relationships.
11. Communicates effectively with all adults and children: friendly, approachable and professional.
12. Undertakes any minimal admin necessary for the safe running of the session.

Qualified Educator – qualifications, skills, experience and qualities

Essential	Desirable
Degree or diploma in education, recreation, sport science, leisure studies, social and behavioural science or nursing. Further qualifications accepted can be found here: http://files.acecqa.gov.au/files/Quals/2016/ACECQA-approved-qualification-list-OSHC.pdf	Qualifications that are not on the approved list (including overseas qualifications) have been approved or submitted for assessment here: http://www.acecqa.gov.au/educators-and-providers1/qualifications
Recent, relevant experience in an education and care setting.	The ability to effectively supervise and manage an education and care service. Holds a Supervisor Certificate. http://www.acecqa.gov.au/supervisor-certificate-approvals
Adequate knowledge and understanding of the provision of education and care to children.	At least three years' experience as an educator working in an education and care setting. Can demonstrate a good understanding of the elements and standards of the National Quality Standards.
A working with children check card.	A National Police Check. (Criminal history record check.)
Willingness to obtain first aid, anaphylaxis management and emergency asthma management training.	An approved first aid qualification, anaphylaxis management training and emergency asthma management training. http://www.acecqa.gov.au/First-aid-qualifications-and-training Awareness of Safe Church Guidelines.
Upholds values of Christian faith in terms of caring for children and working in a team.	A committed Christian connected into a Church community. A passion for children's ministry.
Excellent communication skills.	Awareness and support of the values of Quinn's Baptist College.
The ability to encourage and lead a team.	Experience in mentoring and training others.
Reliability, integrity, compassion and wisdom.	A sense of humour!

Educator/ volunteer – qualifications, skills, experience and qualities

Essential	Desirable
Recent, relevant experience in an education and care setting.	A Cert 3 in Education Support or related qualification.
The ability to work within a team: collaborate, encourage, support and use initiative.	Experience of planning and organising a variety of activities for children.
Adequate knowledge and understanding of the provision of education and care to children.	Willingness to learn and contribute to the continuous improvement of the service.
A working with children check card.	A National Police Check. (Criminal history record check.)
Understands the importance of safety of the children in our care and takes all reasonable precautions to avoid accident, injury or harm.	A first Aid qualification. Understanding of Safe Church Guidelines.
Upholds values of Christian faith in terms of caring for children and working in a team.	A committed Christian connected into a Church community. A passion for children's ministry.
Excellent communication skills.	Awareness and support of the values of Quinn's Baptist College.
Enthusiastic and positive.	Experience in working with both children and families.
Reliability, integrity, compassion and wisdom.	A sense of humour!



Applicant Details

Please complete this form online unless unable to do so.

<https://www.quinnskids.org.au/employment>

Name:		Mob:			
Email:					
Address:					
Over 18: Y/N		WWCC no.		National Police Check no.	
Supervisor Certificate no. (if applicable.)				Safe Church workshop attended:	
Do you hold a first aid HLTAID004 – Provide an emergency first aid response in an education and care setting? If so, please state date obtained.					
Please indicate which roles within Quinn's Kids you may be interested in and your availability: Certified/ Qualified Educator; Educator / volunteer; Relief for either of the above.					
	Mon	Tues	Wed	Thurs	Fri
After School Care.					
Vacation Care.					
Relief					
Do you require any special assistance during an interview?					
Emergency Contact Name:			Emergency Contact Phone:		
Professional referee (paid employment, volunteer work or education establishment): Name: Role: Email: Phone:					
Pastor or ministry leader referee: Name: Role: Email: Phone:					
Character or additional professional referee: Name: Role: Email: Phone:					

OSHC Relevant Information

- ACECQA <https://www.acecqa.gov.au>
- National Quality Framework
https://www.acecqa.gov.au/sites/default/files/acecqa/files/NQF/RevisedNQSHandoutA4_2.pdf
- Education and Care Services National Regulations 2012.
[https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_41362.pdf/\\$FILE/Education%20and%20Care%20Services%20National%20Regulations%202012%20-%20%5B01-j0-01%5D.pdf?OpenElement](https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_41362.pdf/$FILE/Education%20and%20Care%20Services%20National%20Regulations%202012%20-%20%5B01-j0-01%5D.pdf?OpenElement)
- Belonging, Being, Becoming for early years children
http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf
- My Time, Our Place for school age children http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/my_time_our_place_framework_for_school_age_care_in_australia.pdf
- Safe Church <http://www.baptistwa.asn.au/view/safe-church>
- Code of Conduct <https://www.dropbox.com/s/pqppn4ynatmnubo/QKP-015%20Safe%20Church%20code-of-good-leadership-practices-2012.pdf?dl=0>