



POSITION TITLE:	Out of School Hours (OSHC) Manager
DATED:	May 2018
Manager:	Head of Junior School
Approved by:	Head of Human Resources

POSITION PURPOSE

The OSHC Manager will be expected to oversee and work with a team to offer a quality based Out of School Hours Care program which works within the Education and Care Services National Law 2010 and Education and Care services regulations 2011.

The position manages the after school care programs during term time and the College Holiday Program across the year in school holidays, also including any student free days at the College. The OSHC Manager also liaises with the before school coordinator to ensure consistency across the OSHC programs.

POSITION STATUS

This is a contract part time position, full time equivalent, FTE 0.8. Due to the nature of the role it includes the following:

- Contact time:
 - After school program, term time, 2:30-6pm
 - Holiday program, full time, 9 weeks per year
 - The Holiday program runs for approximately 14 weeks per year (which includes student free staff days, approximately 8 per year), this will mean employment of another supervisor for the other weeks
- Planning time: term time – 1.00pm-2.30pm, plus approximately 3 hours per week across the whole year occurring at an agreed time with the Head of Junior School.

REPORTING RELATIONSHIPS

The OSHC Manager reports to the Head of Junior School for day to day activities however will work autonomously.

QUALIFICATIONS

Minimum – Certificate III in Early Childhood Education and Care

Other accepted qualifications

- Certificate IV in Children's Services (Outside School Hours Care)
- Certificate of/in Teaching or Education (early childhood, primary requiring at least two years of full time or part time equivalent study)
- Diploma of Children's Services (Outside School Hours Care)
- Diploma of Early Childhood Education and Care
- Diploma of Out of School Hours Care

First Aid, including asthma, CPR and anaphylaxis certification

DUTIES & ESSENTIAL JOB FUNCTIONS

- To oversee and manage the administration and organisation of the OSHC programs at St Leonard's College, including After School Care and the Holiday program
- Meeting approximately 3 times per term with the Head of Junior School to report on and discuss any issues with all aspects of the programs
- Manage the approved budget and be responsible for the ordering, receiving and authorising all materials and equipment
- Develop and maintain innovative and effective policies and practices within the program
- To have a sound knowledge and understanding of how to implement and embed the frameworks into the OSHC program
- Liaise with Finance in regards to the booking system for the holiday program
- Submit the holiday program or any documents presented to the parents to Marketing and Communications for proof reading and final copy
- Work cooperatively with the OSHC team and provide leadership to staff within the program
- Manage staff absences and organise emergency replacements
- Monitor and practice appropriate health and safety procedures
- An understanding of basic Occupational, Health and Safety (OHS) requirements, including attendance at termly OHS meetings
- Manage and complete the Department of Education and Early Childhood Department administrative requirements
- Ensure all fittings, furnishings, equipment and resources are maintained in a safe and hygienic condition
- Observe, document and display required documentation in all areas of OSHC
- Prepare all risk assessments for all Holiday program activities and excursions
- Respect and uphold the policies of the College which include the policies of the OSHC program
- To support the OSHC staff in all aspects of behaviour management of the children
- Prepare and instigate the orientation process for all new families and staff into the OSHC program
- Any other tasks as deemed appropriate for the role

GENERAL RESPONSIBILITIES

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide a Criminal Record check (if requested) and Working with Children Check (WWCC) or Victorian Institute of Teaching (VIT) before their position will be confirmed.

- The College:
 - is an equal opportunity employer;
 - complies with the requirements of the Privacy Act;
 - has a strong commitment to OH&S;
 - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards;
 - Communication – effective, helpful and positive.
 - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students).
 - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support.
 - Accountability – we do our work with honesty, integrity and enthusiasm.
 - Performance – we perform to the best of our ability.
 - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

Child Safety and Protection Responsibilities

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safety and Protection Policy and procedures including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.