



**St Leonard's College**

An education for life.

# General Staff

## Position Description

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Position Title:	ELC Out of School Hours Care (OSHC) Coordinator
Dated:	May 2023
Manager:	Head of the ELC and Head of Junior School
Prepared By:	Director of Human Resources

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### Position Purpose

The position requires a person to work with children between the ages of three and five in the Early Learning Centre (ELC). The position calls for a person who values and respects young children. The person would also value education and care and would have a demonstrated ability to work flexibly as a member of a team.

The role and function of the ELC OSHC Coordinator is to work within a high quality, developmentally appropriate program for the children attending the program. The ELC OSHC Coordinator provides leadership and positive role modeling for the children, whilst working as a member of a co-operative team.

### Position Status

This fixed term part time role is for a person to work with children in the ELC and in out of school hours care, covering a staff member on leave.

The hours of this position are Monday, Tuesday and Thursday, 12.00pm to 6.15pm and Wednesday 10.00am to 6.15pm, in College term time.

The start date for this position is Wednesday 24th May and ends 08 September 2023.

The ELC OSHC Coordinator always operates in a professional manner and ensures that the Program is compliant with the requirements of Education and Care Services National Law 2010 and the Education and Care Services National Regulations 2011, working under the new frameworks:

- Belonging, Being & Becoming - The Early Years Learning Framework for Australia
- Victorian Early Years Learning and Development Framework

### Reporting Relationships

The position reports to the Head of Early Learning Centre and to the Head of Junior School.

### Qualifications

- Diploma or Bachelor of Early Childhood and an ability to demonstrate the associated competencies
- Current First Aid Certificate Level 2
- Current Anaphylaxis Certificate
- Current Asthma Certificate

## Responsibilities

- To work co-operatively with other staff in all aspects of their work within the program.
- To carry out the tasks which are important for the physical care of the children.
- To provide active, adequate and efficient supervision of the children.
- To respect and uphold the policies of the College.
- To support the behaviour management of the children.
- Carry out the tasks which are important for the cleanliness and organisation of the program.
- Preparation of Daily Activities.
- Plan and deliver the day to day running of the program.
- To comply with the Education and Care Services National Law 2010 (National Law) and the Education and Care Services National Regulations 2011 and to implement the National quality framework.
- To be actively involved in the implementation of the Early Years Learning Framework (Belonging, Being & Becoming) (refer to Sources) and the Victorian Early Years Learning and Development Framework (refer to Sources)..
- To participate in feedback, reflection and evaluations of the program. Some of these may be required after hours.
- To share the housekeeping tasks of preparation, hygiene, safety and packing away related to the program, with other staff.
- To work cooperatively with other ELC OSHC staff and all staff to ensure the service operates in a safe work environment and that staff follow safe work practices.
- An understanding of the KidSoft program would be desirable (yet not essential)

## Other Functions and Responsibilities

- An ability to relate to/with the children and parents and enjoy working with children.
- Knowledge/experience of the needs of children and families.
- A variety of skills which could be used in the program (e.g. craft, sport, cookery, music, drama).

## Qualifications and Experience

It is a condition of employment that all staff provide a current Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

For Teachers at the College, VIT registration and a tertiary qualification in Education is required as a minimum.

For General Staff at the College, appropriate qualifications or experience for the specific role is a requirement.

## Child Safe Responsibilities and Requirements

St Leonard's College has zero tolerance for child abuse.

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

All employees are required to have a positive history of working with children, and be able to demonstrate their suitability, experience and attributes in relation to child safety.

Prior to commencing employment information will be collected in order to establish suitability for child-connected work as defined in Ministerial Order 1359.

Everyone working at St Leonard's College is responsible for the care and protection of the children and young people within our care and reporting of information about suspected child abuse. This includes not only a strong belief but also a legal requirement to comply with the child safety and protection obligations under Ministerial Order No. 1359, and a strong commitment to be actively engaged in the College's child safe culture.

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Be responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk, and will be required to read and formally acknowledge their acceptance of the school's Code of Conduct for staff
- Take all reasonable steps to protect children from abuse
- Report any reasonable belief that a child's safety is at risk to the Principal or delegate
- Teachers, nurses and psychologists fulfil their obligations as mandatory reporters
- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to the Principal or delegate)
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- Promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds
- Promote the safety, participation and empowerment of children with a disability
- Provide an environment that is supportive of all children's emotional and physical safety

## 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.

This position is covered by the conditions stipulated in the St Leonard's College Agreement 2023, which is currently before the Fair Work Commission for approval.

- The College:
  - is an equal opportunity employer
  - complies with the requirements of the Privacy Act
  - has a strong commitment to Health, Safety and Wellbeing
  - 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.