



**POSITION TITLE:** Out of School Hours Care (OSHC) Coordinator, after school care

**DATED:** November 2019

**REPORTS TO:** Director of the Early Learning Centre (ELC)

**Prepared by:** Head of Human Resources

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### POSITION PURPOSE

This position requires a person to work with children between the ages of 3 and 11 in the After School Hours Care Program. It requires a person who values and respects young children. This 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 OSHC Coordinator is to work within a high quality, developmentally appropriate program for the children attending the programs. The OSHC Coordinator provides leadership and positive role modeling for the children, whilst working as a member of a co-operative team.

### POSITION STATUS

Working at the College within staff term dates as per individual contract of employment.

Two roles currently

- OSHC Coordinator – ELC after care program
- OSHC Coordinator – Prep to Year 6 after care program

The OSHC Coordinators operate in a professional manner at all times 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:

- Being Belonging and Becoming - The Early Years Learning Framework for Australia  
Early years Learning and Development Framework
- Educators' Guide to the Early Years Learning Framework
- My Time, Our Place - Framework for School Age Care in Australia

### REPORTING RELATIONSHIPS

The position reports to the Director of ELC in consultation with the Head of Junior School.

### 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 (required for ELC position)
- Diploma of Out of School Hours Care

First Aid, including asthma, CPR and anaphylaxis certification

## **RESPONSIBILITIES**

- To oversee the administration and organisation of the OSHC after school care program in either the ELC or Prep to Year 6. This includes, preparing, planning and delivering the day to day running of the program.
- Meet approximately once per term, or as needed, with the Director of ELC.
- To work co-operatively with other staff in all aspects of his/her work within the program.
- To carry out the tasks which are important for the physical care of the children.
- Liaise with Finance in regards to the booking system for OSHC.
- To provide active, adequate and efficient supervision of the children, and support the behaviour management of the children.
- To respect and uphold the policies of the College.
- Maintain a stimulating environment.
- To follow the National Quality Framework; includes a national legislative framework, a National Quality Standard, a national quality rating and assessment process, a Regulatory Authority (DET in Victoria) and a national body, ACECQA.
- Complete the Department of Education and Training (DET) administrative requirements.
- Develop a yearly Quality Improvement Plan (QIP).
- Ensure all fittings, furnishings, equipment and resources are maintained in a safe and hygienic condition.
- Carry out the tasks which are important for the cleanliness and organisation of the program.
- To participate in feedback, reflection and evaluations of the program.
- To share the housekeeping tasks of preparation, hygiene, safety and packing away related to the program, with other staff.
- To work cooperatively with the OSHC staff and all staff to ensure the service operates in a safe work environment and that staff follow safe work practices.
- Any other tasks as deemed appropriate for the role.

## **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).

## **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 an Employee Working with Children check 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.