



Job Description

JOB TITLE: Out of School Hours Care (OSHC) Coordinator

JOB TYPE: Part-Time (Available for shifts across the following times: After School Care 1:00 pm–6:00pm (inclusive of administrative time), Vacation Care 8:00am-6:00pm and School Student Free Days 8:00am-6:00pm).

LOCATION: Maitland Lutheran School OSHC (located on Maitland Lutheran School site 23-29 Clinton Road, Maitland SA 5573)

AWARD: Educational Services (Schools) General Staff Award 2020.

SUPERVISOR/MANAGER: Business Manager

SUPERVISORY RESPONSIBILITIES: Nominated Supervisor for OSHC/Vacation Care staff; appointed Educational Leader of the service.

POSITION OBJECTIVE

The Coordinator is accountable to the Business Manager for the overall operation, management, and administration of the OSHC and / or Vacation Care Service, ensuring that:

- Educational leadership is provided to ensure quality care and programs for children, and direction, support and continuous learning for staff.
- A vibrant, interesting, varied and appropriate children's program is developed and implemented to meet the ongoing needs of the children.
- The philosophy, policies and procedures of the service are upheld, implemented and reviewed regularly to meet relevant requirements.
- National Quality Framework Standards for OSHC are met as minimum operational standards within the service.
- The service attains and maintains the meeting of National Quality Standard.
- All relevant legal and statutory requirements are monitored, complied with and implemented.
- The children and families of the OSHC / Vacation Care community are encouraged to contribute to the quality and success of the service.

MAIN DUTIES/RESPONSIBILITIES

- Provide a quality educational program for all children by following the National Quality Standards and the My Time, Our Place and Early Years Learning Frameworks.
- Lead the day to day operations and management of the service.
- Ensure all regulatory and legislative requirements are met by the service.
- Provide and support an inclusive environment including for children with additional needs and for families.

- Perform specific tasks including, but not limited to, supervision of children, running of activities, cleaning, and food preparation.
- Ensure children are safe, secure and their individual needs are met at all times.
- Ensure that confidentiality is maintained and privacy of children, parents and educators is respected at all times.
- Provide a welcoming and professional environment for families and team members through the provision of consistent high-quality customer service.
- Provide regular communication of service user's feedback and information to the relevant team members.
- Ensure ongoing evaluation and quality improvement of the service's program in collaboration with staff as the leader responsible for programming decisions.
- Engage in the evaluation of performance with your immediate manager and actively seek opportunities for professional development.
- Provide ongoing direction and support for staff including evaluation of staff performance and assistance in the identification of opportunities for their professional development.
- Understand responsibilities and roles and work in accordance with Work Health and Safety, Mandatory Reporting, Emergency Procedures, and Maitland Lutheran School OSHC policies and procedures.
- Apply workplace Diversity and Equity principles at all times.
- Models the Maitland Lutheran School OSHC Values, Beliefs, Aims and Philosophy.
- Accountable and responsible for the promotion of safety and health in the workplace.
- Other tasks as directed.

SKILLS & EXPERIENCE

Qualifications and Special Conditions:

- Diploma or Degree level qualification as approved by Australian Children's Education and Care Quality Authority (ACECQA) [Students studying an Education Degree are welcome to apply (Qualified OSHC Educators need to have completed their 2nd year of a degree in education)].
- Current approved first aid qualification, anaphylaxis management training and emergency asthma management training as listed on the ACECQA website (including up to date CPR).
- Current Working with Children Check.
- Current National Police National Police Check clearance.
- Current Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC).
- Current Safe Food Handling.
- Current Lutheran Education Australia Valuing Safe Communities training (to be provided in-house).
- Must be able to provide evidence of (at minimum) double vaccination against COVID-19 (though strongly recommended to have had three TGA approved COVID-19 vaccinations and ability to evidence).

Experience, Knowledge and Skills

- Demonstrated experience in working with children.
- Excellent understanding of the National Quality Framework and learning Frameworks My Time Our place and Belonging, Being and Becoming.
- Ability to oversee planning, development, implementation and evaluation of developmentally appropriate programs for children reflecting the Lutheran school community.
- Effective leadership, interpersonal and supervisory skills.
- Demonstrate the ability to plan, work and manage time effectively.

- Evidence to support clear understanding of contemporary child care philosophy, issues and practices.
- Demonstrated interest in working with children including an understanding of children's development.
- Sound oral, reading and written English skills.
- Competent skills with computers (previous experience with Spike Childcare Management Software desirable)
- Knowledge of relevant State and Federal Government legal compliance requirements relating to education and care settings.
- Willingness to continuously learn via further studies and education.
- Reliable, punctual and mature attitude to work.
- Well-developed communication and interpersonal skills, combined with a pro-active, hands-on attitude.
- Understanding of the importance of personal and professional boundaries, ethical behaviour, policies and procedures.
- Must not appear on ASIC's "Banned and Disqualified" persons list.