



Oakleigh Grammar

Position Description

Position Title	Out of School Hours (After School and Holiday) Care (OSHC) Coordinator
Campus	77 – 81 Willesden Road, Oakleigh
Appointed by	Principal
Reports to	ELC Coordinator
Employment Type	Part-time
<p>Position in context</p> <p>The OSHC Coordinator will be responsible for the effective and efficient operation and daily delivery of the Outside School Hours Care programs.</p> <ol style="list-style-type: none"> 1. Planning and implementing a quality educational program 2. Any other relevant tasks particular to this specific role* 	

1. Planning and Implementing a quality educational program

The OSHC Coordinator is responsible for:

- a) Leading the development and implementation of a weekly ASC program as part of the ongoing programming cycle, which will clearly be documented for all relevant stakeholders.
- b) Monitoring the implementation of programmed activities through observations and gathering of information to ensure they are child-oriented and developmentally appropriate, and actively supporting children's participation in the program.
- c) Creating an aesthetically inviting and relaxing OSHC environment, which fosters creativity and independence and supports children's physical and emotional wellbeing.
- d) Utilising a variety of teaching strategies that reflect the philosophy for the OSHC program, are guided by children's developmental needs, interests and abilities, and are reflective, in daily work.
- e) Encouraging children to develop independence and responsibility through the establishment of a proactive environment that builds confidence, resilience and a willingness to have a go.
- f) Evaluating programs regularly and making appropriate modifications and recommendations to meet the individual needs of children.
- g) Planning a varied program of interesting activities, including excursions and in-centre visits, for each holiday care period and distributing this program at least two weeks prior to the school holidays.
- h) Monitoring, supporting, guiding and supervising educators in the implementation of programmed activities as required.
- i) Exploring specific children's courses or opportunities, which may be able to be offered to enhance or support the After School Care program and ensure School age children have access to a Homework Club daily.

2. Promoting the Health and Safety of all Staff and Students

The OSHC Coordinator is responsible for:

- a) Developing a strong working knowledge of relevant Oakleigh Grammar and Oakleigh Grammar ELC policies and procedures and ensuring daily practices are in accordance with these requirements.
- b) Implementing and maintaining the risk management process for Oakleigh Grammar and the ELC.
- c) Being responsible for workplace health and safety within the Centre and immediately recording and reporting any potential or actual hazards as well as record and notifying of any injuries or dangerous occurrences which may occur during OSHC program times.
- d) Conducting regular fire drills and lockdowns in accordance with Oakleigh Grammar ELC procedures.
- e) Ensuring food prepared for OHSC on a daily basis is appropriate for all children, including those with specific medical requirements and is served appropriately, according to the Centre's Food Handling and Health and Nutrition Policies.
- f) Assessing children's health and providing first aid as required, follow medical or risk management plans or administer medication as requested, in line with the Centre procedures and policies.
- g) Assisting with the maintenance and appearance of the centre, being mindful of safety, hygiene and cleanliness.
- h) Developing and maintaining an OSHC equipment register to ensure resources and school equipment is correctly stored, maintained and regularly cleaned and work areas remain organised and tidy.
- i) Supporting and complying with relevant Oakleigh Grammar legislative/regulatory requirements such as Occupational Health and Safety, Equal Opportunity, Discrimination, Harassment and Privacy.

3. Building Positive partnerships with relevant Stakeholders

The OSHC Coordinator is responsible for:

- a) Working co-operatively, ethically and respectfully with other educators and supporting each other's professional development.
- b) Developing and maintaining respectful, supportive, collaborative and responsive relationships with children and their families.
- c) Providing suitable orientation and information for distribution to new families, in conjunction with Head of the ELC and Admissions team.
- d) Contributing articles for use in the Grammar News to demonstrate aspects of the OSHC program to the school community. ^[1]_[SEP]
- e) Active promoting the service within the community through various avenues which may be available from time to time.
- f) Sharing any concerns or information immediately with the ELC Coordinator in regard to issues involving students, families and staff, ensuring that total confidentiality is maintained at all times.

4. Contributing to Effective Service Management

The OSHC Coordinator is responsible for:

- a) Reporting directly to the Head of the ELC and/or Oakleigh Grammar Management Team both verbally and via written reports as required, to maintain clear communication about all aspects relevant to the operation of the program.
- b) Assisting with the development and review of operational policies and procedures specific for OSHC as required, as set down by the National Quality Standards, the Education and Care Services National Law Act 2010, the Education and Care Services National Regulations 2011 and My Time Our Place Framework.
- c) Ensuring the OSHC Philosophy is closely aligned with the ELC Philosophy and all operations of the program are supportive of Centre expectations and the Oakleigh Grammar ethos and Strategic Plan.
- d) Monitoring daily attendance rolls for OSHC educators, making alterations as required and enter weekly attendances in accordance with computer software procedures.
- e) Following OSHC program budget requirements given for each term and accounting for any expenditures in accordance with school procedures to ensure resource supplies are maintained.
- f) Providing a relevant orientation process for all new OSHC educators to clearly outline expectations and other procedural requirements of the day to day provision of the program.
- g) Attending professional development opportunities as appropriate or as directed by the Head of ELC to ensure knowledge and skills are up to date with current practices and trends in the OSHC sector and the maintenance of appropriate qualifications for the position.
- h) Contributing to the continuous improvement of the service through reflective practice guided by the Centre's Quality Improvement Plan and as requested by the Head of ELC.
- i) Attending Parent Information Evenings as required.
- j) Demonstrating punctuality and reliability for all work commitments.
- k) Assisting with the completion of administrative tasks, accurately and in a timely manner, including completion of medical records, collection of data or other record keeping matters as requested by the Head of ELC.
- l) Undertake other duties, which from time to time may reasonably be required, under the scope of the OSHC Coordinator role.

5. Qualifications and skills

- a) Minimum requirement of a Diploma in Children's Services/Bachelor of Education (Early Childhood) or equivalent.
- b) Current Working with Children Check (WWCC) card.
- c) Senior First aid training as prescribed in the Education and Care Services National Law Act 2010.

- d) Anaphylaxis and Asthma management training as prescribed in the Education and Care Services National Law Act 2010.
- e) Food Safety certification, or willingness to complete relevant training.
- f) Capacity to develop and provide a dynamic and proactive student-focused environment, based upon the My Place Our Time curriculum document and program philosophy.
- g) Demonstrated experience and ability to establish warm nurturing and responsive relationships with children and to sensitively meet their needs.
- h) Capacity to work with multi-ability groups.

- i) Efficient organisation.
- j) Positive communication and interpersonal skills with both children and adults.
- k) Effective and proactive problem solving and decision making skills.
- l) Capacity to contribute positively to the Oakleigh Grammar community in a culturally competent manner.

**This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties of this Position. The Principal may assign duties for this position at his or her discretion depending on the operational needs of the School.*

Child Safe School

Oakleigh Grammar has a **zero-tolerance approach to child abuse**. The School must comply with the minimum standard for the care, safety and welfare of students as detailed in the child safe standards specified by Ministerial Order No. 870.

Oakleigh Grammar is a Child Safe School and we are committed to ensuring a culture of child safety. We provide a safe environment for every child and student. All students have a right to feel safe and to be safe. We want our students to be secure, happy and empowered. We support and respect all children, from all cultural backgrounds and faiths.

Our School is committed to preventing child abuse and identifying risks early, and removing and reducing these risks. This includes measures to actively maintain a safe school environment both during school hours and outside the school day.

All Oakleigh Grammar employees and volunteers have a legal and moral responsibility to respond to situations involving child abuse and neglect including mandatory reporting of abuse or suspected abuse.

In addition, Oakleigh Grammar is committed to the safety of children from culturally and/or linguistically diverse backgrounds, and to provide a safe environment for children with a disability.

We also have specific policies, procedures and training in place that support the Board of Management, Leadership Team, Teachers, Staff and Volunteers, to achieve this important outcome of a child safe school.

All staff employed by the School are required to:

- 1) Show evidence of a current **Victorian Institute of Teachers Registration** (or Provisional Registration) or **Working with Children Check**, as required.
- 2) Commit to the School's **Staff Code of Conduct, Mandatory Reporting** and **Staff Professional Boundaries Policies** by way of reading and taking part in an on-line questionnaire each year.
- 3) Take part in child safe school training each year including the **on-line Mandatory Reporting e-Learning Module**.