



Oakleigh Grammar

Position Description for Out of School Hours (After School and Holiday) Care Coordinator

Oakleigh Grammar School is a medium sized School for both boys and girls. Oakleigh Grammar offers high quality educational programs across a wide spectrum of academic abilities. There is an emphasis on personal excellence and continuous improvement. The underlying ethos of Oakleigh Grammar seeks to develop sound Christian values, which will equip students with the appropriate wisdom, attitudes, skills and knowledge to lead a fulfilling and productive life in which service to others is a key aspect.

Members of staff at Oakleigh Grammar are expected to support and extend the school's ethos and culture, foster in their students the enjoyment of learning and challenge, provide opportunities for students to participate in the wider life of the school, while aiming for and forming a broad world outlook. The importance of strong partnerships between Oakleigh Grammar staff and all families is recognised and nurtured at all opportunities. Staff should also be prepared to continue professional development and/or further education throughout their career.

The Early Learning Centre (ELC) is inspired by the internationally renowned Reggio Emilia philosophy. Children are viewed as being strong, capable and competent who are resilient and valued members of the centre's community, actively contributing to the day to day decision making process. We believe they have a unique way of seeing the world around them, with a strong sense of wonder and curiosity evident in daily life.

Reports to: As defined the Principal or his delegate in letter of Appointment

Level: Appropriate level in accordance with the Children Services Award or Teaching Scale

Purpose: Out of School Hours Care (OSHC) Coordinator

The essential role of OSHC Coordinator is to be in charge of, and responsible for, the effective and efficient operation and daily delivery of the Outside School Hours Care programs, as required. The After School Care programme operates from Monday to Friday during term weeks between 3.00pm to 6.00pm with school holiday programmes operating from 8.00am to 6.00pm. The program caters for all age groups of children, offering a wide range of activities focussed on children's sense of physical and emotional wellbeing, both indoor and outdoor. Children have the option of participating in structured activities or self selected play. Families use the service in an ongoing capacity or book in daily, when they require care at the last minute and it is the responsibility of the OSHC staff member, to ensure that this process is managed professionally and efficiently.

The OSHC Coordinator will work as a member of the cooperative ELC team, in the delivery of a happy, rigorous, innovative, inclusive, nurturing, encouraging, caring and safe learning environment where each student is challenged to achieve their personal best. They are required to work daily in a collegiate manner within the ELC community in partnership with fellow educators to provide lunch cover support, along with members of the wider Oakleigh Grammar school community. They will work closely with each family in their care, with equal focus on the importance of creating and maintaining positive relationships with both the child and their parents. Active support of the Oakleigh Grammar School Christian Ethos of the School will also be demonstrated.

Knowledge and Understanding

The role requires the following knowledge and understanding:

- Strong working knowledge and understanding of the successful implementation of an effective OSHC program, including for children with additional needs, with demonstrated experience in different age groups
- Working knowledge of the National Quality Standards, the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011 as required for the provision of OSHC programs.
- Understanding of children, stages of development, multiple intelligences and learning styles.
- Understanding of best practice in the care of boys and girls from the Early Learning stages through to later childhood.
- Good understanding of learning technologies and their application to enhance learning along with good understanding of relevant Microsoft Software applications .

Skills

The role requires the following Essential Skills:

- Minimum requirement of an approved Diploma of Children's Services / Bachelor of Education (Early Childhood) or equivalent
- Current Working with Children Check (WWCC) card
- Senior First aid training as prescribed in the Education and Care Services National Law Act 2010.
- Anaphylaxis and Asthma management training as prescribed in the Education and Care Services National Law Act 2010
- Capacity to develop and provide a dynamic and pro-active student-focused environment, based upon the My Place Our Time curriculum document and program philosophy.
- Demonstrated experience and ability to establish warm nurturing and responsive relationships with children and to sensitively meet their needs
- Capacity to work with multi age groups
- Efficient organisation
- Positive communication and interpersonal skills with both children and adults
- Effective and proactive problem solving and decision making skills
- Capacity to contribute positively to the Oakleigh Grammar community in a culturally competent manner.
- Strong computer skills and ability to quickly develop working knowledge of relevant systems as required.

Attributes

The role requires the following attributes:

- Compassion, patience, initiative and flexibility
- Capacity to work as part of a team
- Willingness to support both the ELC and wider Oakleigh Grammar community
- Demonstrated commitment to professional and lifelong learning
- Commitment to uphold and contribute to the Orthodox ethos of the School.
- Capacity and willingness to contribute to the vision and mission of Oakleigh Grammar.

The OSHC Coordinator position involves being in charge of, and responsible for, the effective and efficient operation of the Outside School Hours Care Service (involving After School and Holiday Care) placed under their control in accordance with the Oakleigh Grammar philosophy, policies, procedures and guidelines. Their duties may include some or all of the following:

Plan and implement a quality educational program

- Lead the development and implementation of a weekly ASC program as part of the ongoing programming cycle, which will clearly documented for all relevant stakeholders.
- Monitor the implementation of programmed activities through observations and gathering of information to ensure they are child-oriented and developmentally appropriate, to actively support children's participation in the program.
- Create an aesthetically inviting and relaxing OSHC environment which fosters creativity and independence and supports children's physical and emotional wellbeing
- Utilise 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
- Encourage children to develop independence and responsibility through the establishment of a proactive environment that builds confidence, resilience and a willingness to have a go.
- Evaluate programs regularly and make appropriate modifications and recommendations to meet the individual needs of children.
- Plan a varied program of interesting activities, including excursions and incursions, for each holiday care period and distribute this program at least three weeks prior to the school holidays.
- Monitor, support, guide and supervise educators in the implementation of programmed activities as required
- Explore specific children's courses (such as AASC) or opportunities, which may be able to be offered to enhance or support the After School Care program.

Promote the Health and Safety of all Staff and Children

- Develop a strong working knowledge of relevant Oakleigh Grammar and Oakleigh Grammar ELC policies and procedures and ensure daily practices are in accordance with these requirements
- Implement and maintain the risk management process for Oakleigh Grammar and the ELC.
- Be responsible for workplace health and safety within the Centre and immediately record and report any potential or actual hazards as well as record and notify of any injuries or dangerous occurrences which may occur during OSHC program times.
- Conduct regular fire drills and lockdowns in accordance with Oakleigh Grammar ELC procedures.
- Ensure 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.
- Assess children's health and provide first aid as required, follow medical or risk management plans or administer medication as requested, in line with the Centre procedures and policies.
- Assist with the maintenance and appearance of the centre, being mindful of safety, hygiene and cleanliness
- Develop and maintain an OSHC equipment register to ensure resources and school equipment is correctly stored, maintained and regularly cleaned and work areas remain organised and tidy

- Support and comply with relevant Oakleigh Grammar legislative/regulatory requirements such as Occupational Health and Safety, Equal Opportunity, Discrimination, Harassment and Privacy.

Build Positive Partnerships with Relevant Stakeholders

- Work co-operatively, ethically and respectfully with other educators and support each other's professional development
- Develop and maintain respectful, supportive, collaborative and responsive relationships with children and their families that are sensitive and understanding of the different needs of families.
- Provide suitable orientation and information for distribution to new families, in conjunction with the ELC Coordinator and Enrolments Officer.
- Regularly contribute articles for use in the Grammar News to demonstrate aspects of the OSHC program to the school community.
- Actively promote the service within the community through various avenues which may be available from time to time.
- Share any concerns or information immediately with the ELC Coordinator in regard to issues involving children, parents and staff, ensuring that total confidentiality and privacy is maintained at all times

Contribute to Effective Service Management

- Report directly to the ELC Coordinator 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.
- Assist 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.
- Ensure all operations of the OSHC program are supportive of the program Philosophy and the Oakleigh Grammar ethos and Strategic Plan.
- Print and monitor daily attendance rolls for OSHC, making alterations as required.
- Enter weekly attendances in accordance with computer software procedures
- Follow OSHC program budget requirements given for each term and account for any expenditures in accordance with school procedures to ensure resource supplies are maintained
- Provide a relevant orientation process for all new educators to join the OSHC team to clearly inform them of the requirements and other procedural aspects of the day to day provision of the program
- Attend professional development opportunities as appropriate or as directed by the ELC Coordinator 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.
- Contribute to the continuous improvement of the service through reflective practice guided by the Centre's Quality Improvement Plan and as requested by the ELC Coordinator.
- Attend Parent Information Evenings as required
- Demonstrate punctuality and reliability for all work commitments
- Assist 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 ELC Coordinator.

Undertake other duties, which from time to time may reasonably be required, under the scope of the OSHC Coordinator role

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 Policy** by way of reading and signing the policy document each year
- 3) commit to the School's **Child Safe Policy** by way of reading and signing the policy document each year
- 4) take part in child safe school training each year

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