

POSITION TITLE: OSHC COORDINATOR

SECTION: OUTSIDE SCHOOL HOURS CARE AND VACATION CARE SERVICE

REPORTS TO: SCHOOL PRINCIPAL

SERVICE: Emmauel Catholic Primary School, Mackay

PURPOSE OF POSITION

The Outside School Hours Care (OSHC) Coordinator will apply a depth of knowledge and a broad range of skills which facilitate the management, administration and programming within the OSHC service. This position reports directly to the Principal and the Approved Provider with support from the Early Learning & Care Coordinator. Appropriate relationships also include children and families, service employees, clergy, the parish and the wider community (including the adjoining school personnel).

KEY CHARACTERISTICS

Supervision

This position reports directly to the Principal of the school and liaises with the Early Learning & Care Coordinator and Early Learning & Care Officer. Other key relationships include children, families & OSHC staff, clergy, parish and personnel from the associated school.

Supervision of Others

Responsibility for the work, health & safety and organisation of OSHC staff members is required

Guiding teams of educators

Training of OSHC personnel will be required

Essential Qualifications/ Requirements

1. Completed a minimum of an AQF *Diploma of Children's Services (Early Childhood Education and Care)* or; an approved 2 year qualification (*Approved qualifications can be found at <http://dete.qld.gov.au/earlychildhood/service/qualifications.html>) or willing to obtain these qualifications
2. Current Suitability Card/ Positive Notice Letter
3. First Aid Certificate, CPR, Anaphylaxis & Asthma Training (ACECQA approved)

The Coordinator's typical duties include but are not limited to:

- Demonstrating a commitment to the Catholic Ethos and a relationship with the parish and Catholic school.
- *Educational Leader* of the OSHC service
- Providing a program that responds to each child's wellbeing, positive sense of identity and confidence as a learner and participant
- Ensuring the health and safety of the children in their care
- Administering first aid and medication, when required and fulfilling all associated legislative requirements
- Adhering to the requirements as outlined in the *Education and Care Services National Regulations 2011* & Act 2010 and subsequent amendments to the law.
- Fulfilling all administration and financial tasks involved with the service

- Regularly communicating the service operations to the Principal, School Board and relevant Catholic Education personnel
- Ensuring staff members are aware of and are adhering to legislative requirements, relevant awards and agreements, OSHC Policy and Procedures, Workplace Health & Safety Policy and Procedures, Child Protection Guidelines/Processes, Catholic Education Code of Conduct, ICT Code of Practice and Media Protocols
- Practising confidentiality in relation to all aspects of the role
- Engaging in a self-assessment and quality improvement planning process is a requirement of this position

KEY AREAS OF RESPONSIBILITY

In respect to children, the Coordinator is required, but not limited to:

- Recording of accurate and relevant observations of the children to support future planning
- Facilitating play, leisure and learning as initiated by the children
- Making informed decisions that promote inclusion and participation of all children
- Ensuring the health and safety of the children in their care, including appropriately supervising children at all times
- Providing age appropriate materials and activities that allow for children to make choices and connections
- Evaluating the effectiveness of the program

In respect to families, the Coordinator is required, but not limited to:

- Demonstrating effective partnerships with families through open and regular communication
- Sharing with families their child's involvement in activities each day
- Regularly informing families as to their entitlements, commitments and obligations

In respect to team members, students and volunteers, the Coordinator is required, but not limited to:

- Developing and maintaining effective teamwork relationships with all team members, students and visiting personnel
- Maintaining open and effective communication with all team members, students and visiting personnel
- Actively providing professional development and induction for staff through meetings and training opportunities
- Guiding and supporting assistants, students on field placement, volunteers and other personnel in best practices

In respect to health & safety, the Coordinator is required, but not limited to:

- Ensuring all staff comply with the service's Workplace Health & Safety Policy and Procedures
- Keeping accurate and organised records relevant to health and safety
- Actively engaging and modelling practices that promote a healthy environment

In respect to professional knowledge, skills and dispositions the Coordinator is required, but not limited to:

- Demonstrating an ability to plan and implement a balanced program, collaboratively with and for individual children
- Demonstrating appropriate interpersonal oral and written communication skills

- Promoting social justice and equity through an attitude of acceptance and respect for all children and their families, including those with additional needs and those of all cultures
- Implementing the *My Time Our Place* document and encouraging all staff members to engage with the intent of the document
- Regularly liaising with the Principal and Early Learning & Care Coordinator/Officer
- Ordering and purchasing of any new items or equipment required to support the children and program
- Engaging in a self-assessment and quality improvement planning process is a requirement of this position.