



**PEDARE**

We are **one**. We are **Pedare**.

# **Out of School Hours Care (OSHC) Assistant Position Description**



## **Fostering partnerships with families enabling students to:**

Excel in learning

Be globally focused

Have a strong sense of self worth

Make a difference in the community

## **Ethos Statement**

All employees of the College are required to be seen to conduct themselves in the course of, or in connection with their work, in a manner consistent with the Anglican and Uniting Church ethos of the College, providing a Christian role model and example to all students and families associated with the College.

It is an inherent, genuine occupational requirement that all employees of the College must not act in a way that they know, or ought reasonably to know, is contrary to the College's Anglican or Uniting Churches ethos. Nothing in their deliberate conduct shall be incompatible with the intrinsic character of their position.

## **Commitment by Employees and the College**

Employees of the College will:

- Support the Vision and Mission, Core Values and Principles of the College
- Provide best administration and education practices to support a quality education for Pedare students
- Provide commitment to the Anglican and Uniting Church values of Pedare
- Model a commitment to family and foster the development of relationships with Pedare families

The College will:

- Support employees in their commitment to the provision of high quality education, support for Christian values and the value of community
- Support and strengthen employees in their career paths and enhance growth of their professionalism
- Support employees in their professional development.



<b>College Department</b>	Out of School Hours Care Centre
<b>Job Title</b>	Out of School Hours Care (OSHC) Assistant
<b>Tenure</b>	Casual Pool

## **College Overview**

Pedare Christian College is a Reception Ready to Year 12, co-educational, independent, Anglican and Uniting Church School. Pedare is located in the outer north-eastern suburbs of Adelaide, at Golden Grove, where there are currently over 900 students enrolled, and approximately 80 teaching staff employed. The College is structured into three sub-schools, Junior School (Mid-Year Reception to Year 5), Middle School (Years 6 to 9) and Senior School (Years 10 to 12).

From the beginning of 2019, Pedare's Junior School will join the Middle and Senior Schools on a redeveloped One Campus site at Surrey Farm Drive, Golden Grove. One College on One Campus will strengthen and advance across all ages and year levels our Pedare culture of student growth, well-being and community belonging.

One College will enhance the educational experience from Reception to Year 12 and open exciting possibilities for learning and growth. There will, for example, be unprecedented access for all students across all ages to modern and sophisticated Science, Technology, Engineering and Mathematics (STEM) facilities.

Among the range of benefits will be purpose-built learning spaces for the Junior School, our exciting STEM enabled building, strengthened, and integrated International Baccalaureate Primary Years, Middle Years and SACE Curriculum; integrated sport and music programs; well-being program; superior 'buddy' systems and a dedicated Pedare out of school hours care (OSHC).

The newly established OSHC will aim to develop on Pedare's vision to better enable the College to foster partnerships with families. The Pedare OSHC will focus on developing healthy relationships with students and their families.

## **Job Specification**

### **CONTEXT AND BROAD PURPOSE OF THE POSITION**

In the role as OSHC Assistant, you will work collaboratively with the OSHC Director to assist in meeting Key Responsibilities and Duties listed below which have a clear focus upon compliance, pastoral care, administration and learning and teaching.

The fundamental role of the OSHC Assistant is to assist in leading a balanced and engaging learning environment which is student driven and is congruent with Pedare's philosophy, policies, and practice. The OSHC Assistant works to ensure a learning environment which is centred upon the needs of the children and outlined in the National Quality Standards.



The OSHC Assistant will be working collaboratively with the OSHC Director to understand legalities and regulations, and work to achieve all required documentation, procedures, organisation of licensed spaces, and meet responsibilities for managing delivering the effective and efficient operation of the Out of School Hours Care Program in accordance with school policies, management guidelines, and statutory requirements.

As a candidate school for the International Baccalaureate, the OHSC will incorporate aspects of 21st Century learning and teaching into the program, the program is designed to provide children a large breadth of opportunities, and ensures activities are tailored to the strengths and interests of the children.

OHSC is an important service to families. It enables parents to work a full day, or know that, should they be late for any reason, their child is cared for.

You will be expected to work closely with colleagues to ensure a learning environment which is focused upon effective relationships between students, staff, and parents.

#### Pedare OSHC Details

- OSHC will be open for 49 weeks of the year from 2019
- The service will be open from 7:15am to 8:15am and 3:10pm to 6:00pm, Monday to Friday excluding public holidays and from 7:15am to 6:00pm on Pupil Free Days
- The service program is licensed for up to 60 children from Mid-Year Reception to Year 6

A review of the duties will be undertaken on an annual basis.

#### **KEY RELATIONSHIPS**

##### Internal:

- OSHC Director (Line Management)
- Head of Junior School
- College Leadership Team
- Student Wellbeing Team
- General and Teaching Staff

##### External:

- Parents and Caregivers
- Students
- Education Standards Board
- ACECQA
- External suppliers such as Food, Stationery and equipment

#### **TERMS AND CONDITIONS OF EMPLOYMENT**

- Casual position
- Hours of work during the term time period will vary across a weekly roster depending on ratio requirements. Morning shifts will start from 7am and afternoon shifts will start from 3pm. Shifts will be a minimum of 2 hours
- During school term breaks hours will be negotiated with the OSHC Director to reflect the needs of the Vacation Care Program. This could include working up to 38 hours per week during School term breaks



- The conditions of this position are subject to the Educational Services (Schools) General Staff Award 2010
- Attendance at out of hours meetings, training, and service functions may be required

#### **Compliance:**

- Uphold duty of care to children at all times
- Guide and support children in following regular service routines
- Refer to records and follow procedures relating to children's Medical, Health and Safety, Attendance and Behaviour, to ensure the safety of children while in care
- Collaborate with the OSHC Director to evaluate routines and create improvement goals alongside the Quality Improvement Plan (QIP)
- Collaborate as a whole team to manage children's whereabouts, and conduct and record head counts
- Be familiar with the College's Child Protection Policy and mandatory reporting requirements
- Comply with all of the College's policies and procedures

#### **Learning and Teaching:**

- Assist with supporting children to participate in programmed activities
- Discuss ideas with OSHC staff to support the development of a healthy and suitable menu plan
- Provide guidance for children's behaviour which influence a calm, positive, organised, stimulating, and safe learning environment
- Ensure an atmosphere of mutual respect among children and educators
- Participate in spontaneous games and learning opportunities for children
- Record daily reflections and observations of child engagement and share stories with parents as they arrive at the service
- Actively engage with children by playing games, directing routines, and supporting children with homework tasks

#### **Parent Liaison:**

- Be professional during all interactions with staff and parents/caregivers
- Provide feedback to parents/caregiver in ways that support the development of relationships
- Respond in timely and effective ways to parents/caregivers, OSHC Director and OSHC staff

#### **Professional Learning Community:**

- Actively contribute to the development of a strong, collaborative, and supportive team environment
- Participate in staff development, professional learning opportunities and meetings

#### **Administration:**

- Assist with the completion of incident reports on all accidents for students and assist with the corrective action process, in a timely manner
- Regularly communicate service operations to the OSHC Director

#### **Standards:**

- Advocate for and protect the rights of children and young people
- Contribute to the maintenance of a work and learning environment that is respectful, safe, and supportive of students, staff and whole school community



- Engage in collaborative practice to provide comprehensive Out of School Hours Care
- Attend periodic mandatory training updates including, but not limited to, Mandatory Notification training, First Aid training, CPR training

Any other tasks as may be requested by Management.

## **Person Specification**

### **Skills/Knowledge/ Experience**

- Demonstrated passion for the pursuit of 21st Century learning opportunities
- Demonstrated interest in inquiry-based learning
- Demonstrated ability to model and teach appropriate behaviours and provide proactive support for children as they learn these
- Demonstrated ability to establish and maintain an effective learning environment
- Demonstrated ability to support a dynamic and child centered program
- Highly personable to relate, and develop relationships, with children of different ages and their families
- Effective understanding of children's social/emotional needs and the ability to cater for their wellbeing
- Demonstrated ability to complete tasks with attention to detail
- Demonstrated ability to lead with integrity and remain professional at all times
- Willingness to be observed, accept feedback, and seek direction
- High level of interpersonal, verbal, written and communication skills
- Effective time management skills
- Ability to demonstrate respect at all times and maintain confidentiality
- Well-developed observation skills
- Willingness to uphold and demonstrate Pedare values, policies, and procedures
- Demonstrated ability to use initiative and exercise professional judgement
- Demonstrated ability to work collaboratively as a member of a professional learning community
- Demonstrated competency in Basic Life Support
- Demonstrated ability to work independently while maintaining efficiency and accuracy
- Ability to perform in a fast-paced environment
- Willingness to be flexible and complete duties as required

### **Desirable Experience**

- OSHC service
- Working with groups of children of Primary School age

### **Essential Qualifications**

- Completed a Diploma in Early Childcare Education
- Completed or active in 3<sup>rd</sup> or 4<sup>th</sup> year of a Bachelor of Education
- Current Child Safe Environments or Responding to Abuse & Neglect (Education Care) Certificate
- Current ACECQA approved First Aid certificate, including CPR (preferred)
- Current ACECQA approved anaphylaxis management certificate (preferred)
- Current ACECQA approved asthma management certificate (preferred)
- Current DCSI clearance as per the current statutory requirements



### **Professional Growth and Performance**

Develop in conjunction with the OSHC Director, a Professional Growth Plan to review strengths, development areas and an action plan.