PEDARE

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

Out of School Hours Care (OSHC)
Assistant Director
Position Description

Updated September 2021

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College Department	Out of School Hours Care Centre
Job Title	Out of School Hours Care (OSHC) Assistant Director
Tenure	Permanent, Part-Time, 6 hours per day (0.79 FTE)

College Overview

Pedare is a Reception 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 1,000 students enrolled, and approximately 80 teaching staff employed. The College is structured into three sub-schools, Junior School (Year Reception to Year 5), Middle School (Years 6 to 9) and Senior School (Years 10 to 12).

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

Job Specification

CONTEXT AND BROAD PURPSOSE OF THE POSITION

In the role as OSHC Assistant Director, 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 Assistant OSHC Director 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 Director 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 Director 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.

The successful applicant will have strong support from College Leadership and School Administration Staff as they run this program and deal with the needs of students in their care.

As an authorised 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 is open for 49 weeks of the year
- 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 Student Free Days, including school holidays
- The service program is licensed for up to 90 children from 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

- This is a 0.79 FTE permanent, part-time position, 48 weeks per year
- Hours of work will be 30 hours per week during term time
- 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 salary of this position is to be negotiated, but not less than the Educational Services (Schools) General Staff Award 2020, Grade 6
- The conditions of this position are subject to the Educational Services (Schools) General Staff Award 2020
- Annual leave will be taken when the service is closed (Christmas and New Year period) and by negotiation
- Attendance at out of hours meetings, training, and service functions may be required (paid or time off in lieu as negotiated)

Compliance:

- Conduct regular checks of documentation to ensure compliance and standards are upheld
- Ensure ratios are maintained at all times by monitoring staff rosters and attendance numbers, and supporting the service ratio requirements during operation hours when required
- Monitor accountability, legal compliance, and duty of care to children
- Embed National Quality Framework Standards
- Collaborate with OSHC staff to assist in the development, implementation, and evaluation of daily routines

- Maintain accurate records relating to children's Medical, Health and Safety, Attendance and Behaviour, whilst ensuring confidentiality is maintained
- Assist in facilitating a Quality Improvement Plan
- Monitor and assist in ensuring that the service attains and maintains quality assurance and accreditation
- Monitor, review and evaluate the service alongside the Quality Improvement Plan (QIP)
- Assist in creating a training program to develop staff capabilities in accordance with the National Quality Framework Standards
- Manage health management plans for students with medical needs (e.g.: diabetes, seizures, food allergies, asthma etc)
- Supervise food menu, purchase, and preparation
- Ensure timely preparation of staff time sheets
- Submit centre details and reports as required
- Assist in the management and leadership of OSHC staff during service operation hours to ensure safety procedures and structured routines are followed efficiently
- Assist in the creation and support the Vacation Care program to provide a stimulating, varied and safe environment
- Be familiar with the School's Child Protection Policy and mandatory reporting requirements
- Comply with all Pedare Christian College policies and procedures

Learning and Teaching:

- Assist in creating a quality learning and teaching program which promotes wellbeing and caters for the needs of individuals and groups of children in a respectful, supportive, equitable and inclusive manner
- Discuss ideas with OSHC staff to support the development of a healthy and suitable menu plan
- Contribute to analysing resources and purchasing materials to support child engagement and wellbeing
- Guide practices and procedures which influence a calm, positive, organised, stimulating, and safe learning environment
- Ensure an atmosphere of mutual respect among children and educators
- Provide opportunities for children to develop self-discipline, self-direction, and a sense of responsibility to others
- Record observations and anecdotal notes of children for the purposes of informing the educational program and personalise student learning

Parent Liaison:

- Provide feedback to parents/caregiver in ways that create quality partnerships between home and OSHC and facilitates children's learning opportunities
- Communicate in timely effective ways with all relevant stakeholders, including but not limited to parents/caregivers, OSHC Director and Head of Junior School
- Assist with managing bookings for students
- Respond professionally and in a timely manner to parent/caregiver enquiries, feedback, concerns and complaints

Professional Learning Community:

- Actively contribute to the development of a strong, collaborative, and supportive team environment

- Assist with the provision of ongoing education, support, and guidance to other OSHC team members
- Participate in staff development, professional learning opportunities and meetings
- Actively pursue, listen and respond to feedback from OSHC team members to support a healthy working environment and maintain respectful relationships
- Monitor OSHC team members professional training certificates to ensure they remain valid and up-to-date

Administration:

- Assist with Invoicing and Billing, including processing of Child Care Subsidy (CCS)
- Assist with the completion of incident reports on all accidents for students and assist with the corrective action process, in a timely manner
- Assist with administration tasks involved with the service including staff rosters and staff replacement, Quality Improvement Plan, health and safety audits, emergency evacuation documents, compliance and service information requirements, etc.
- Collaborate with the OSHC Director and Head of Junior School to refine and further develop educational programs and opportunities
- 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 deliver 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
- Effective knowledge and application of the NQF standards, QIP and National Regulations
- Demonstrated ability to complete tasks with attention to detail
- Demonstrated ability to lead with integrity and remain professional at all times
- Good knowledge of child health and safety including safe environments, nutritional requirements, infectious diseases and infection control
- 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
- Effective consultative, mentoring, coaching and supervisory skills
- Demonstrated ability to work collaboratively as a member of a professional learning community
- Ability to promote a model of shared leadership within the staff team
- Demonstrated competency in Basic Life Support
- Organised and flexible, with the ability to prioritise workloads, manage multiple tasks and be proactive
- 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 management
- Primary Teaching experience
- Working with groups of children of Primary School age
- Experience and / or training in administration and management

Essential Qualifications

- Completed qualifications to work in a child related industry as recognised by ACECQA
- Current Responding to Risks of Harm, Abuse & Neglect (Education Care) Certificate
- Current ACECQA approved First Aid and CPR certificate
- Current ACECQA approved anaphylaxis management certificate
- Current ACECQA approved asthma management certificate
- Current DCSI/WWCC 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.