

Out of School Hours Care (OSHC) Assistant Director

<i>Location</i>	Xavier College, Gawler Belt, Two Wells, Evanston, Riverlea Park
<i>Position Title</i>	OSHC Assistant Director
<i>Employment type</i>	Permanent, full-time
<i>Work Pattern</i>	37.5 hours per week, 48 weeks per year (as per OSHC fortnightly roster)
<i>OSHC Operational Hours:</i>	Monday to Friday (excluding Public Holidays) Before School: 6.30am – 8.30am After School: 3.00pm – 6.30pm Pupil Free Days: 6.30am – 6.30pm Vacation Care: 6.30am – 6.30pm
<i>Stream</i>	Early Childhood Education/OSHC Stream
<i>Classification Level</i>	Grade 4 Education Support Officer

- In the absence of the Director (or Principal), be responsible for the day-to-day management of the OSHC/Vacation Care service and work in accordance with relevant legislation including [Education and Care](#)

[Services National Regulations \(2011 SI 653\)](#), the [Education and Care Services National Law Act](#), the [SA Education and Early Childhood Services \(Registration and Standards\) Act 2011](#).

- Coordinate and direct the activities of staff in the implementation and evaluation of developmentally appropriate programs.
- Oversee the planning, development, implementation and evaluation of developmentally appropriate programs and activities for children attending OSHC/Vacation Care and supervise staff accordingly to ensure quality delivery is achieved.
- Contribute, through the Director (or Campus Principal), to the development of service policies and procedures that comply with the National Quality Framework and Standards.
- Plan for and facilitate the inclusion of children with additional needs, including children with disabilities, children with complex health support needs and children from linguistically and culturally diverse backgrounds.
- With guidance from the Director (or Campus Principal), prepare and distribute staff rosters in a timely manner, to ensure they meet child:staff ratio requirements.
- Undertake required administrative functions of the OSHC service including timely administration of the Child Care Benefit and similar forms, with assistance from the Director (or Campus Principal).
- Prepare regular written and verbal information (i.e. excursion information & consent forms, reports, newsletters) about OSHC/Vacation Care activities and service delivery for families and their opportunities for involvement.
- Participate in relevant financial checks and balance systems, as delegated by the Director (or Campus Principal), including fee collection, recording, receipting and follow-up of outstanding fees.
- Oversee preparation of equipment for planned activities.
- Support internal audits to prepare for external audit and ensure compliance with Education and Care National regulations.
- With broad direction from the Director (or Campus Principal), oversee the purchase, provision, preparation and storage of nutritious and appropriate foods, within regulated hygiene standards.
- Lead daily operations including work health and safety, program planning and staff induction and training to ensure a safe environment is maintained for children and staff.
- Undertake relevant risk management strategies, as delegated by the Director (or Principal), and analyse, design and implement solutions to ensure compliance and duty of care obligations are met.
- Contribute to planning opportunities for professional learning for staff to ensure their skills remain current and respond to the needs of the student cohort.
- Assist in the development of collaborative partnerships between educators, families and support professionals.
- Actively participate in operational, team and performance-related discussions, meetings, and reviews, as required.
- Perform any other reasonable duties as required from time to time by the Campus Principal.

Person Specification

- Ability to demonstrate practical support for the Catholic Ethos of the College
- Demonstrated experience working in an OSHC and/or Vacation Care service and supervising staff, in a comparable work environment or role.
- Demonstrated experience designing, implementing, and evaluating developmentally appropriate programs for children, to facilitate and enhance children's development, demonstrate positive behaviour education practices, and support individual children with particular needs.
- Effective (verbal and written) communication and interpersonal skills to communicate effectively with staff, children, and their parents, including providing assistance in a positive, respectful, supportive and professional manner.

- High level organisational and time management skills.
- Sound knowledge and skills of, and experience with, undertaking the required administrative and financial functions of an OSHC/Vacation Care service, including familiarity with forms and submission timelines and processes, fee collection processes and other applicable systems and requirements.
- High degree of observation, initiative, and discretion to implement solutions and effectively achieve required work outcomes.
- Computer competency to fulfil the inherent requirements of the role.
- Effective team skills to lead, guide, support and participate.
- Ability to cope effectively and lead (with minimal guidance from the Director or Principal), in an emergency and/or escalated situation.

Role Requirements

- [ACECQA](#) approved qualification sufficient to act as first, second and/or subsequent qualified educator.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- Disability Standards for Education training.
- Food Safety Certificate / Food Safety Supervisor (as applicable).
- Approved First Aid qualifications which meet school and OSHC service requirements, as per the Australian Children's Education & Care Quality Authority ([ACECQA](#)) website.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
 - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
 - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
 - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.