Position Information Document

OSHC Assistant Director

Location	Xavier College, Gawler Belt, Two Wells, Evanston, Riverlea Park
Position Title	OSHC Assistant Director
Employment type	Replacement, part-time
Work Pattern	37.5 hours per week, 40 weeks per year (as per OSHC fortnightly roster)
OSHC Operational Hours:	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
Stream	Early Childhood Education/OSHC Stream
Classification Level	Grade 5 Education Support Officer

Reporting Relationship

Reports directly to the OSHC Director for day-to-day activities and ultimately responsible to the College Principal (or delegate).

Broad Purpose

The OSHC Assistant Director will actively support and contribute to the Catholic Identity and Salesian ethos, mission, and vision of Xavier College and will adhere to the guiding principles of the Living, Learning Leading Framework which outlines CESA key capabilities, skills, knowledge and dispositions that enable young people to contribute to society and enjoy meaningful and spiritually enriched lives.

RUAH is the Hebrew word for Breath of God – this will translate as Respect; Understanding: Affection and Humour. These are guiding principles that are intrinsic to our treatment of self and each other. They complement the Salesian Charter of:

- A Home that welcomes
- A Parish that evangelises
- A School that prepares for life
- A Playground where friends meet and enjoy themselves

The OSHC Assistant Director will support and work with the OSHC Director to ensure the safety, wellbeing, and engagement of children within a service of more than 80 children. This position promotes a positive, safe and inclusive environment and requires no guidance during the performance of their work.

Key Responsibilities

- Title Support the Director with the operation, and administration of an OSHC/Vacation Care service of more than 80 children.

- 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.
- Conduct internal audits to prepare for external audit and ensure compliance with Education and Care National regulations.
- Oversee and lead staff to implement a recreation and leisure program based upon recognised My Time, Our Place Framework V2 (OSHC/Vacation Care) and supervise the quality, development, implementation and evaluation of programs and routines.
- Work with all staff to observe, support and extend children's participation in the program including planning for and facilitating the inclusion of children with additional needs.
- Lead discussion on reflective practice and continuous improvement to achieve, maintain and/or exceed the National Quality Standard. This includes sharing information, knowledge and expertise on practice, policy developments and community changes that may impact on the service.
- Develop the capacity and capability of staff through appropriate and reasonable support and mentoring to achieve increased competency.
- Actively engage staff in decision-making, as appropriate, sharing information and reviewing performance to deliver a responsive quality service that meets the needs and circumstances of the children and their families.
- Ensure the timely preparation, distribution, and supervision of staff rosters consistent with child:staff ratio requirements.
- Manage the purchase, provision, preparation, and storage of nutritious food as per the Healthy Eating Guidelines – Right Bite and within regulated hygiene standards.
- Facilitate the induction, assessment, development and training of staff, volunteers and work placement students, as required.
- Develop strong teamwork skills with staff that creates a supportive team environment and facilitate regular staff meetings, encourage collaborative contributions, and promote a culture of continuous learning.
- Develop collaborative partnerships between educators, families, and support professionals.
- In consultation with the OSHC Director, inform the development of significant policies and strategies for the successful operation of the service.
- Develop, implement, and review risk management strategies and analyse, design, and implement effective solutions to ensure compliance and duty of care obligations are met to ensure a safe environment is maintained for children and staff.
- Actively lead and participate in operational, team and performance-related discussions, meetings, and reviews, as required.
- Provide opportunities for professional learning for staff to ensure their skills remain current and respond to the needs of the student cohort.
- Perform any other reasonable duties as required from time to time by the Principal.

Person Specification

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Accountable for service outcomes within broad parameters.
- Demonstrated experience working in a leadership capacity and managing staff in an OSHC and Vacation Care service.
- Demonstrated experience in overseeing the planning, development, implementation, and evaluation of developmentally appropriate programs for children that facilitates and enhances their development, demonstrates positive behaviour education practices and supports individual children with particular needs.
- Excellent (verbal and written) communication and interpersonal skills to communicate effectively with staff, children, and their parents. This includes providing assistance in a positive, respectful, supportive and professional manner.
- Excellent organisational and time management skills.

- High level demonstrated experience undertaking a range of administrative, marketing, and financial management functions, including ability to research and write funding submissions.
- High degree of autonomy, observation, initiative, and discretion to implement solutions and achieve effective work outcomes for self and others.
- High level computer competency to fulfil the inherent requirements of the role.
- Comprehensive knowledge of applicable CESA policies/procedures as well as legislative compliance requirements relating to WHS, Education and Care Services and Child Protection obligations and responsibilities.
- Excellent team skills to lead, mentor, motivate, guide, support and participate.
- Ability to cope effectively and lead, in an emergency and/or stressful situation.

Role Requirements

- ACECQA approved qualification sufficient to act as first, second and/or subsequent qualified educator.
- Ability to demonstrate practical support for the Catholic Ethos of the College.
- 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.
- First Aid certificate (HLTAID012).
- Disability Standards for Education training.
- Food Safety Certificate.
- 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.