



**ALL SAINTS'  
COLLEGE**



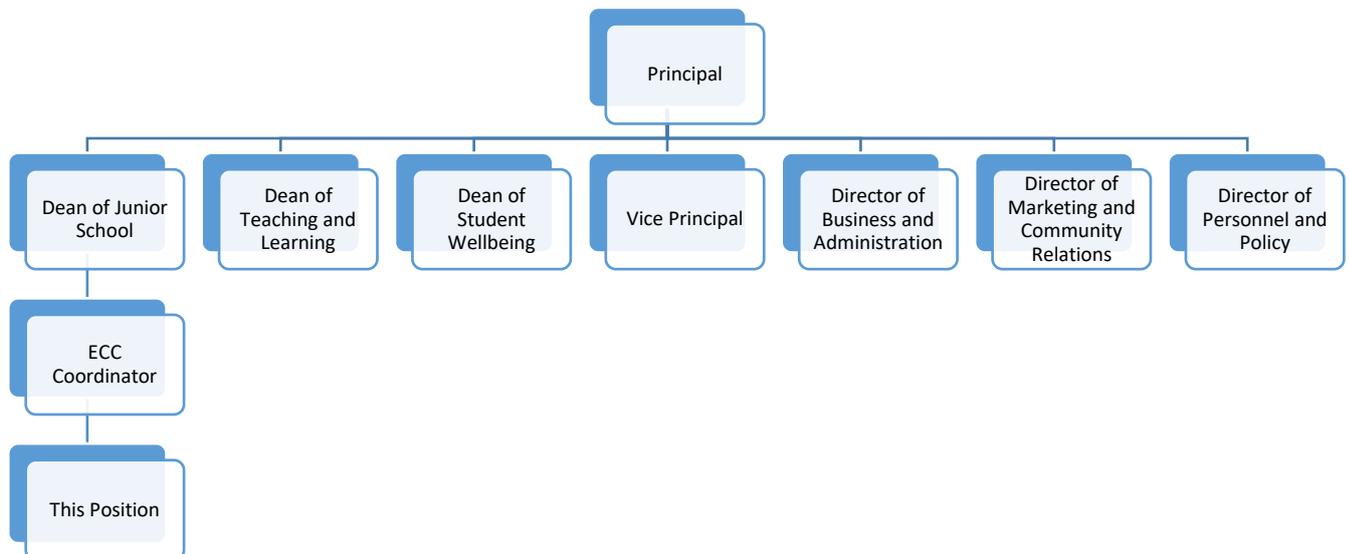
## DUTY STATEMENT OUT OF SCHOOL HOURS CARE COORDINATOR

*All Saints' College prioritises the safety, welfare and wellbeing of children and young people, and expects all staff and volunteers to share this commitment.*

### POSITION PURPOSE

The Out of School Hours Care (OSHC) Coordinator holds the position of 'Nominated Supervising Officer' and is responsible for ensuring the Centre is managed in compliance with legislation and the licensing requirements of the Department for Communities, and to plan and implement programs that support children's wellbeing, development and learning. The OSHC Coordinator is directly responsible for managing the operations of the OSHC Centre and associated programs, including Vacation Care, to National Quality Standards. This position reports to the Early Childhood Coordinator who is responsible to the Dean of Junior School.

### ORGANISATION STRUCTURE



## **KEY RESPONSIBILITIES**

The Out of School Hours Care Coordinator will support the College's mission by undertaking the following duties, which reflect the accountabilities and responsibilities that are integral to the successful performance of this position.

### **1. Leadership and Administration**

- (a) Advise the College on strategies for the continued development of an OSHC Centre of excellence.
- (b) Ensure the College's OSHC Centre meets licensing and National Quality Standards requirements.
- (c) Recruit and induct staff, in consultation with the Early Childhood Coordinator and Director of Personnel and Policy.
- (d) Manage staff rostering and maintain accurate records of attendance.
- (e) Undertake administrative tasks associated with the operation of the OSHC Centre including correspondence, record keeping and book-keeping.
- (f) Provide leadership and management of staff to provide a positive and effective work environment.
- (g) Foster and develop relationships with parents and other stakeholders through the coordination and preparation of activities, programs and other strategies.
- (h) Ensure all OSHC staff maintain currency of Senior First Aid certification and Working with Children (WWC) Checks.

### **2. Design and Develop Programs**

- (a) Manage the OSHC programs, including the design, development and implementation of developmentally appropriate Before and After School and Vacation Care programs to address all aspects of the children's needs in line with the My Time Our Place OSHC National Framework.

### **3. Pastoral and Wellbeing**

- (a) Ensure Duty of Care provisions are strictly followed.
- (b) Provide a safe and caring environment for staff and children.

### **4. Staff Expectations**

- (a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College.
- (b) Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.
- (c) Maintain professional confidentiality concerning information about staff and/or students.
- (d) Strive to implement productivity, quality and service improvements on a continual basis.
- (e) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- (f) Comply with Occupational Safety and Health requirements in the workplace.

- (g) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.
- (h) Operate as a 'team player' always and fully support the Principal, Leadership Team and activities of the College.

## **5. Other Duties**

- (a) On occasions, you may be directed to undertake other duties as required.

## **SELECTION CRITERIA**

### **Essential**

- Certified Supervisor's Certificate.
- Ability to provide engaging and inspiring childcare programs.
- A current Working with Children Check.
- Ability to provide engaging and stimulating care programs.
- Knowledge of Out of School Hours Care legislation, compliance requirements and Duty of Care responsibilities.
- Sound administrative and budget management skills.

### **Desirable**

- Demonstrated ability to effectively manage staff.

*The College recognises that Duty Statements are dynamic documents.  
They are reviewed annually or as required.*

September 2020