



## **DIOCESE OF LISMORE CATHOLIC SCHOOLS OFFICE**

### **POSITION DESCRIPTION**

#### **General Description**

Position Title:	Coordinator - Outside School Hours Care (OSHC) (St Augustine's, Coffs Harbour or Mary Help of Christians, Sawtell)
Service Stream:	SRS/ Corporate Services: ECE & OSHC
Accountable to:	Assistant Director (SRS)
Reports to:	Early Childhood Education Officer (ECEO)
Accountable for:	Day to Day Management of Outside School Hours Care Service

#### **Overall Purpose of the Position**

To provide an outstanding and be responsible for the day to day organisation, management and leadership of the OSHC program, including accepting the role of Nominated Supervisor

#### **Key Responsibilities**

- Establish a new OSHC service that
  - Provides an exceptional wrap-around service to children and families in the school and broader community,
  - builds a strong relationship between the Catholic Primary School, Parish community and OSHC,
  - enriches children's wellbeing and development, and
  - Meets all national Quality Framework requirements.
- Under the guidance and support of the ECEO, lead the development and delivery of a high quality, inclusive and engaging program in accordance with:
  - The mission of the Catholic School Office and the Vision and Mission of the Catholic Primary School
  - The Framework for School Aged Care – My Time Our Place;
- Work collaboratively with the OSHC team to ensure the best outcomes for children and families.
- Manage day to day operations of the service including staffing, enrolments, Child Care subsidy, general administration and financial management tasks.
- Work collaboratively with the Catholic School Principal, Catholic Parish and Catholic Schools Office representatives
- Promote the service within the local community in accordance with the Values of the Catholic Primary School, Parish and the Catholic Schools Office.

#### **Key Tasks**

- (i) Compliance:
  - Ensure all obligations as Nominated Supervisor, as detailed in the National Quality Framework, are met.
  - Monitor and maintain compliance with the National Law, Regulations and

#### Standards

- Develop, monitor and continuously contribute to the Quality Improvement Plan (QIP) and work with the ECEO to deliver a great service for children.
- Maintain staff roster according to child enrolments and NQF compliance while ensuring child safety and supervision.
- Regularly monitor and review operational policies.

#### (ii) Staff:

- Actively participate as part of the educator team in the service according to staff roster.
- Grow, manage and lead a team of educators
- Encourage and involve the staff team to engage in program development, self-assessment and quality improvement planning processes.
- Achieve staff performance reviews and staff development
- Participate in OSHC specific training to further develop self and service.

#### (iii) Child and Families:

- Effectively communicate and involve the voices of children and families into the development of the OSHC program.
- Actively develop an inclusive OSHC program that supports the participation of all children and their families.
- Manage conflicts and/or complaints with professionalism and strict confidentiality

#### (iv) Administration:

- Ensure the budget is well maintained and meets expenditure targets
- Oversee the administration of the Child Care Subsidy and financial reporting.
- Oversee and action child enrolments
- Oversee the ordering of resources according to service needs and budget

#### (v) Child Protection:

- Actively maintain up-to-date knowledge of Child Protection requirements and embed a child safe environment for the service and all children in the service's care.

#### (vi) WH&S:

- Ensure WH&S, EEO and anti-discriminatory practices and behaviours are applied to the work environment.

### **Qualifications and Skills Required**

- Minimum Diploma in Children's Services or approved equivalent (minimum) or above
- Current approved Child Protection Training (CHCPRT001 or CHCRPT002)
- Current approved First Aid Training including Anaphylaxis and Asthma Management training (HLTAID004)
- Current Working with Children Check.
- Demonstrated and proven leadership experience as a team leader and / or managing an OSHC service.
- Strong knowledge of the National Quality Framework, My Time Our Place, and the (new) Child Care Assistance / Child Care Subsidy System
- Effective knowledge of an approved Child Care Subsidy System software package (KidsXap would be an advantage)
- Excellent computer literacy, communication, time management and organisational skills.
- A positive, professional and cooperative approach to working with educators, children parents and the school / parish community.
- Working knowledge of WH&S and equity in employment and a demonstrated capacity

to apply related principles and policies.

### **Internal and External Contacts**

- Internal Contacts:
- Early Childhood Education Officer
  - Human Resources (including Child Protection Notifications)
  - Payroll
  - Students and volunteers
  - Catholic Primary School Principal and relevant support personnel
  - Catholic Parish Business Manager and Parish Priest
- External Contacts:
- Department of Education Compliance Team
  - Child Care Subsidy Helpdesk
  - Inclusion Agency – Regional representatives and subsidy helpdesk – for inclusion plans and subsidy support
  - Community organisations referring children for placements
  - Allied health professionals supporting children’s diagnosis
  - OSHC specific resource and training organisations

### **Conditions of Service**

Employment Type: Full-time

- Hours of Work: 38 hours per week.
- Must be able to work to a scheduled roster designed according to the OSHC programs operating at the service.
  - Administrative non-contact time will be scheduled according to shift worked.
  - Administrative non-contact time is approx. 20 hours per week
  - Must work as “ratio educator” when the children are present in the service.

Tenure: Permanent

Location: Mary Help of Christians Primary, Sawtell or St Augustine’s Primary Coffs Harbour

Industrial Instrument: Educational Services ( Schools) General Staff Award 2010

Remuneration: ES ( Schools) GSA Level 7.3

### ***Acknowledgement of Position Description by job incumbent:***

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

This Position Description is a reflection of duties and responsibilities at a point in time and is not exhaustive. This Position Description is subject to change as required to meet the needs of Catholic education in the Diocese of Lismore.