

## Position Description Outside School Hours Care Coordinator



<b>Position Title:</b> Outside School Hours Care Coordinator
<b>Location:</b> Lilydale
<b>Classification:</b> Children's Services Award 2010
<b>Reports to:</b> Director Outside School Hours Care
<b>Direct Reports:</b> OSHC Educators
<b>Date Reviewed:</b> May 2021

### Our Mission

Adventure Patch aims to provide high quality education and care for all children.

### Our Philosophy

Our philosophy underpins our work and our interactions and represents our desire to create a fun, adventurous, and caring environment for your family, community, and our Adventure Patch Team.

Adventurous play is at the heart of childhood and simply the most important thing we offer children. Through play children and adults learn to respectfully engage with the world and the people around them.

In the natural environment, children and educators grow and learn to be curious, and explore.

These opportunities encourage children in gaining self-regulation skills to enhance their resilience, build friendship, self-worth, and a sense of social conscience.

We create an inclusive environment where every individual can feel safe, valued and happy.

### Position Objective

The role of the position is to ensure the provision of consistent, high quality children's services in accordance with the key responsibilities and duties outlined in this position description.

Responsibilities	
Key Area of Accountability	Specific Tasks and Responsibilities
<i>Mission &amp; Values</i>	Actively promote the desired culture of Adventure Patch Services by ensuring all interactions, documentation and communications are conducted in a manner that supports the organisation's Mission and Values.
<i>Plan and Implement a quality educational program</i>	<ul style="list-style-type: none"> <li>Lead OSHC educators to plan, implement, assess and review a high quality and diverse educational program based on the Framework for School Aged Care "My time, Our Place" in conjunction with the Learning &amp; Development team</li> </ul>



<p>NQS Quality Area 1: Educational Program and Practice</p>	<ul style="list-style-type: none"> <li>Actively support each child to participate in the program and ensure that the program promotes children's agency, choices and influence.</li> <li>Support and guide the OSHC educators to deliver effective and valuable documentation of children's learning in accordance with the service's philosophy.</li> <li>Model and support OSHC educators to utilise a variety of teaching strategies including intentional teaching and reflective practice in daily work.</li> </ul>
<p><i>Promote the Health and Safety of all staff and children</i></p> <p>NQS Quality Area 2: Children's health and safety. Quality Area 3: Physical Environment.</p>	<ul style="list-style-type: none"> <li>Ensure staff and children utilise effective health and hygiene practices, including meeting all regulations relating to food safety and preparation, medical management plans, risk management plans, policies and procedures.</li> <li>Ensure a safe and stimulating physical environment where all staff and children are protected from hazards or harm</li> </ul>
<p><i>Build positive relationships with all stakeholders</i></p> <p>NQS Quality Area 4: Staffing arrangement Quality Area 5: Relationships with children Quality Area 6: Collaborative partnerships with families and communities</p>	<ul style="list-style-type: none"> <li>Work cooperatively, ethically and respectfully with other educators, and support each other's learning and professional development.</li> <li>Develop and maintain respectful, supportive, collaborative and responsive relationships with children and their families.</li> <li>Establish and maintain links with the local school through regular Principal meetings, school newsletter (both reading and submitting articles), assisting where possible (e.g. school sports carnival) and attending school events (where practical).</li> <li>Establish and maintain links with local networks, resource and support agencies, and other relevant organisations.</li> <li>Ensure an effective induction and orientation process for new families, children and educators.</li> <li>Be proactive in the promotion and marketing of the service (in conjunction with the Director) to ensure optimum utilisation of the service.</li> <li>Achieve and maintain utilisation targets agreed with the Director</li> </ul>
<p><i>Contribute to the effective management of the service</i></p> <p>NQS Quality Area 7: Leadership and service management.</p>	<ul style="list-style-type: none"> <li>Ensure all practices are in accordance with the NQF and reflect the philosophy, policies and procedures of the Organisation.</li> <li>Uphold APs' code of ethics (VALUES) and encourage and mentor educators within the service to abide by this code.</li> <li>Attend professional development opportunities and network meetings as appropriate or as directed by director.</li> <li>Lead and promote an understanding of the NQS, the NQF and the curriculum framework documents within the service.</li> <li>Contribute to the continuous improvement of the service through reflective practice (including the Quality Improvement Plan) and as directed by the director and educational leader.</li> <li>Collaborate with other OSH Coordinators to implement Vacation Care programs and identify opportunities for other joint initiatives</li> <li>Participate positively in OSHC Coordinator meetings</li> </ul>



	<ul style="list-style-type: none"> <li>• Complete any collection of data, medical or other records required in a timely manner, and in accordance with the Organisation's policies and procedures and the NQS.</li> <li>• Assist the director in matters relating to leadership, pedagogical leadership, management support, service administration, as directed.</li> <li>• Be ready, willing and qualified to act in the position of nominated supervisor.</li> </ul>
<p><i>Complete administrative tasks to ensure the smooth running of the service</i></p>	<ul style="list-style-type: none"> <li>• Ensure that the Xplor Master Roll is up to date and accurate (bookings, fees, absences etc.)</li> <li>• Ensure an adequate number of Xplor observations are documented for all children in care at the service.</li> <li>• Complete a fortnightly roster through Easy Employer (one week prior to the commencement of the new roster period) and any adjustments that are required.</li> <li>• Complete fortnightly timesheets (in the required timeframe) in readiness for pays.</li> <li>• Be responsible for adhering to the budget of the service.</li> <li>• Be responsible for the management and upkeep of all resources and furniture within the service.</li> <li>• Perform other duties reasonably required for the operation of the OSH service or by the senior leadership team</li> </ul>
<p><i>Collaboration and Communication</i></p>	<p><b>OSHC educators:</b> Effectively lead the OSHC service team to ensure effective implementation of the National Quality Standard within the service.</p> <p><b>OSHC Coordinators:</b> Collaborate and effectively communicate with other OSHC Coordinators throughout the Organisation.</p>
<p><i>Work Health and Safety</i></p>	<ul style="list-style-type: none"> <li>• Support Director and Co-ordinator to comply with obligations in relation to Work Health and Safety Laws.</li> <li>• Contribute to systems and process that support effective Work Health and Safety practices.</li> <li>• Commit to understanding and implementing health and safety measures that support safety of self and others.</li> </ul>

Selection Criteria	
<p><i>Educational/Vocational Qualifications</i></p>	<ul style="list-style-type: none"> <li>• Skills and/or experience in OSHC services appropriate to the position</li> </ul>
<p><i>Desirable qualifications</i></p>	<ul style="list-style-type: none"> <li>• Certificate III in Children's Service, or higher, or actively working towards qualifications</li> <li>• *Current First Aid Qualification, and preparedness to maintain and renew as required.</li> </ul>



	<ul style="list-style-type: none"> <li>• *Current Asthma Management and Anaphylaxis Management certificates, and preparedness to maintain and renew as required.</li> <li>• *Both qualification approved by ACECQA</li> </ul>
Skills and Experience	<ul style="list-style-type: none"> <li>• A working knowledge of appropriate curriculum frameworks and an ability to develop and implement a high quality educational program that reflects the diverse nature of the centre, local and wider community, based on the curriculum frameworks</li> <li>• A working knowledge of the National Quality Standards, the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011.</li> <li>• Demonstrated experience in the education and care of children aged 4 to 12 years</li> <li>• Demonstrated experience and ability to establish warm nurturing and responsive relationships with children and to sensitively meet their needs</li> <li>• Well-developed interpersonal and communication skills with both children and adults</li> <li>• Demonstrated ability to work with families, children and educators in a culturally competent manner</li> <li>• The ability to work cooperatively and flexibly within a team environment</li> <li>• Current knowledge of child protection procedures</li> <li>• Well-developed organisational skills</li> <li>• Food safety, handling and hygiene training</li> </ul>
Other	<p><i>The successful applicant must undergo pre-employment checks to determine good character.</i></p> <ul style="list-style-type: none"> <li>• Working With Children check</li> <li>• National Police Check</li> <li>• Medical check – may be requested</li> </ul>

