

Location: THE HILLS MONTESSORI SCHOOL
Position Title: OSHC Co-ordinator
Appointment: Twelve Month Contract - Part Time Position
Effective Monday 2nd July 2018
Payment Level: Educational Services (Schools) General Staff Award 2010
Level 6 Preschool/childcare services Grade 5



Desired Outcomes

- That students are offered a quality OSHC & Vacation Care program
- Children benefit from positive learning experiences with trusted adults
- That parents comment favourably upon quality of OSHC & Vacation Care program
- A harmonious work team is maintained

Reporting/Working Relationships:

- Directly responsible to the Principal.
- Work collaboratively with colleagues.
- Liaise with the Leadership team, Early Years Cycle leader and other teaching staff and assistants.
- Actively foster trusting and respectful relationships with students governed by law and protective practice legislation.
- Interaction with the parent community will be regular and professional at all times.

Person specification and role description attached.

*Please respond to the person specification in writing, providing examples wherever possible.
Include curriculum vitae, and details of two professional referees.*

Role Description:

STUDENTS:

- Work and interactions with students reflect the Montessori philosophy
- Demonstrate duty of care to all students undertaking the responsibility for the safety and well-being of students.
- Develop and foster positive relationships with, and between, students.
- Administer First Aid when necessary
- Provide a clean, orderly, safe and nurturing OSHC environment which:
 - ❖ is free from harassment & discrimination
 - ❖ fosters respect and valuing of differences
 - ❖ assists students to accept responsibility for their own behaviour and achieve self control.
- Implement the school Behaviour Management policy and procedures utilising positive intervention and restorative practices.

STAFF:

- Organise OSHC & Vacation Care Program staffing & rosters
- Liaise with office staff and other staff members in regard to student needs
- Co-ordinate staff meetings and professional development for OSHC
- Oversee the induction of new staff
- Support OSHC staff members to develop skills and a knowledge base related to the implementation of the Montessori Philosophy, the My Time Our Place Framework & the National Quality Standards and associated Regulations
- Liaise with the Preschool Child Care Coordinator as appropriate

PARENTS:

- Liaise with parents in regard to student needs, bookings, OSHC & Vacation Care Program
- Report and provide feedback to parents in regard to their child's wellbeing
- Provide accurate and timely information regarding the program including administrative information for parents.

OSHC & VACATION CARE PROGRAM:

- Plan and co-ordinate the implementation of an OSHC & Vacation Care program that reflects Montessori principles
- Co-ordinate programming and planning for OSHC & Vacation Care program in collaboration with OSHC staff
- Plan and structure age appropriate activities for students
- Coordinate and collate student observations, prepare student learning summaries
- Plan and implement a healthy and economical menu for the OSHC & Vacation Care program.
- Prepare an OSHC Newsletter items each term
- Undertake the weekly grocery shopping and oversee food preparation.
- Maintain a safe and healthy OSHC environment
- Establish quality working relationships with staff, students, parents and the wider community

OSHC & VACATION CARE ADMINISTRATION:

- Manage administrative tasks eg processing enrolment forms, updating student roll, time/tabling, rosters,
- Liaise and regularly meet with the Principal re staffing, ratios, the program, licensing requirements
- Enter new data and maintain paperwork in line with licensing requirements
- Enter, manage and maintain students attendance rolls
- Identify and mitigate risks within the OSHC environment
- Ensure compliance with all government regulations
- Continually update knowledge base re Government Regulations

OTHER DUTIES:

- Support & demonstrate flexibility in regard to school events
- Maintain confidences and act in a loyal manner
- Ensure school policies and procedures are adhered to
- Be aware of and implement WHS policies & procedures
- Attend meetings and school functions as deemed necessary by the Principal
- Act and dress in a manner which reflects the ethos of the school
- Any other duties that may be directed by the Principal

Person Specification:

PERSONAL SKILLS AND ABILITIES

- Proven ability to relate to and communicate effectively with colleagues, parents and students and to build positive relationships
- Proven ability to plan & implement appropriate care programs
- Ability to demonstrate flexibility & initiative in the work place
- Ability to maintain confidentiality
- Strong administrative and organisational skills and the ability to work autonomously
- A personal philosophy that is in harmony with the Montessori philosophy and principles

KNOWLEDGE

- An understanding of OSHC practices and current licensing requirements & national standards
- Appropriate activities for a broad age range of students
- A good understanding of the National Law, Regulations, National Quality Standards & the My Time Our Place Framework
- Proven experience to utilise ICT to a high level
- Non-punitive, age appropriate behaviour management strategies
- WHS legal requirements

DESIRABLE EXPERIENCE / KNOWLEDGE

- Experience in working with a broad age range of children
- Providing leadership for OSHC teams
- Experience in working effectively as a collaborative group member
- Food safety, handling and hygiene training
- A basic understanding of Montessori philosophy & a willingness to participate in professional development opportunities

QUALIFICATIONS

- Diploma of Children's Services &/or Diploma of Teaching (*as a minimum; see ACECQA approved qualifications list*)
- Eligible to apply for Certified Supervisor Certificate (*see ACECQA website for further information*)
- Current, recognised senior first aid certificate, Anaphylaxis and Asthma Management certificates (*or willingness to acquire immediately*)
- Reporting, Abuse and Neglect training (*or willingness to obtain*)
- QikKids software program training (*or willingness to obtain*)

CONDITIONS:

- Flexibility towards working hours
- 12 month contract - part time – rostered hours are between 7.30am and 6.30pm – hours to be negotiated with successful candidate – minimum 20 hours per week
- 48 weeks per year
- Participation in school community activities may be required
- Appointment of successful applicant will be subject to a satisfactory criminal history check

INFORMATION:

- Expressions of interest due by 30th May 2018
- Marked "Attention Principal"
- Please nominate 2 referees who can provide information relevant to position advertised