

Location: THE HILLS MONTESSORI SCHOOL
Position Title: OSHC / Vacation Care Worker
(Qualified & unqualified)
Appointment: Casual
Commencing Term 1 2024 – Tuesday 30th January 2024
Payment Level: Educational Services (Schools) General Staff Award 2010



Desired Outcomes

- That students are offered a quality 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.

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.
- Support the OSHC Coordinator with overall supervision and the keeping of children's records.

STAFF:

- Responsible for the quality of own work. However, will be subject to routine supervision and appraisal.
- Implement instructions given by Principal and OSHC Coordinator.
- Liaise with other OSHC staff, teaching staff members, administration & office staff and parents.
- Maintain safe and healthy environment.
- Maintain records in line with licensing requirements.
- Work as a collaborative team member.
- Follow school's WHS guidelines.

OSHC & VACATION CARE PROGRAM:

- Participate in the preparation and implementation of a quality program for 3 – 12 year olds ensuring stimulating and relevant environments are developed for all age levels.
- Implement a program that reflects Montessori principles and the ethos of school.
- Familiar with the 'My Time Our Place' Framework for School Aged Care.
- Establish quality working relationships with staff, students, parents and the wider community.

PARENTS:

- Maintain positive relationships with parents.
- Report and provide feedback to parents in regard to their child's wellbeing.
- Confer with OSHC Coordinator /Principal prior to discussion of sensitive issues with parents.

ADMINISTRATION & OTHER DUTIES:

- Assist the OSHC Coordinator in providing information to parents with regards to the administrative functions of the service.
- Ensure school policies are adhered to & comply with all government regulations.
- Maintain confidences and act in a loyal manner.
- Be aware of and implement WHS policies & procedures.
- Attend OSHC staff meetings and any school functions as deemed necessary by the Principal.
- Act and dress in a manner which reflects the ethos of the school.

PREMISES

- Ensure the premises and facilities are hygienic and in good condition.
- Ensure the premises are secure.
- Maintain safe and healthy OSHC environment.

Any other duties as directed consistent with this classification.

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 implement appropriate care programs.
- Ability to demonstrate flexibility & initiative in the work place.
- Ability to maintain confidentiality.
- A personal philosophy that is in harmony with the Montessori philosophy and principles.

Knowledge

- Out of School Hours Care/Vacation Care.
- Appropriate activities for a broad age range of students.
- Non-punitive, age appropriate behaviour management strategies.
- An understanding of OSHC/Vacation Care practices and current licensing requirements & national standards.
- WHS legal requirements.
- Mandatory Reporting legal requirements.
- Administering First Aid.

Desirable Experience / Knowledge

- Experience in working with a broad age range of children.
- Experience in working in an OSHC/Vacation Care program.
- Experience in working effectively as a collaborative group member.
- A basic understanding of Montessori philosophy & a willingness to participate in professional development opportunities.

Qualifications

- Cert III in Children's Services (*desirable*) or ACECQA Approved Qualifications (*desirable*)
- Current, recognised first aid certificate for schools and centres, Anaphylaxis and Asthma Management certificates (*or willingness to acquire immediately*)
- Responding to Risks of Abuse Harm and Neglect (RRHAN-EC) training (*or willingness to obtain*)

Conditions:

- Flexibility towards working hours.
- Casual position – rostered hours are between 7.30am and 6.30pm – hours to be negotiated with successful candidate.
- Program operates 48 weeks per year.
- Participation in school community activities may be required.
- Appointment of successful applicant will be subject to a satisfactory working with children check.

Information:

- Expressions of interest due by Friday 19th January 2024.
- Email application to oshc@montessori.sa.edu.au
- Please provide a covering letter, CV & two referees, who can provide information relevant to position advertised