



## Position Description

### INTRODUCTION TO OUR COLLEGE

Our college commenced in January 2001 in functional facilities provided by Parklands Christian Church. Each year we continue to grow in student numbers, class levels offered, facilities and resources. We see the day when over 1200 students will come on our site each day. The College is divided up into 7 areas, these being: Little Learners Early Learning Centre (6 weeks – school age), Lower Primary (Prep-3), Upper Primary (4-6), Middle School (7-9), Senior College (10-12) and Outside School Hours Care (Prep – 12).

<b>POSITION TITLE:</b>	OSHC Coordinator
<b>CONTRACT:</b>	Permanent, Full-time
<b>REPORT:</b>	Anne- Maree Kingston - Head of Primary
<b>DEPARTMENT:</b>	Education
<b>HOURS OF DUTY:</b>	Monday - Friday (6am – 10am and 2.25pm – 6.00pm) NB: some responsibilities throughout the year may fall outside of normal work hours.
<b>PROBATION PERIOD:</b>	6-month probation in accordance with EBA
<b>LOCATION:</b>	Parklands Christian College, Park Ridge, QLD

### POSITION PURPOSE AND OBJECTIVES

The role of the OSHC Coordinator is of key importance in the successful operation of the OSHC Facility. The OSHC Coordinator will develop and oversee the day to day running of the program which includes leading and assisting staff in their care of students, positively working with parents and carrying out administrative tasks including fee collection and staff rostering.

### KEY RESPONSIBILITIES AND PERFORMANCE INDICATORS

The key responsibilities of this role include:

#### Program Planning, Implementation & Evaluation

- Participate in the planning of a weekly program of activities for before school care and after school care. The written program must be displayed for children and staff at the beginning of each week.
- Lead the team of educators to plan, implement, assess and review a high quality and diverse educational program based on appropriate curriculum frameworks and with reference to the NQS, considering the developmental needs, interests and abilities of all the children attending the service.
- Plan a varied program of interesting activities including excursions and performances for each vacation care period and distribute such program at least three weeks prior to the vacation.

#### Laws, Regulations and Standards

##### *Legislation*

- Know and understand the National Quality Framework (NQF) and its national law system
- Know and understand the roles and responsibilities under the NQF
- Know and understand other relevant national and state legislation and other specific requirements
- Monitor and maintain practices consistent with all legislative requirements

##### *National Quality Standard*

- Facilitate critical reflection and the development of a service Quality Improvement Plan
- Monitor service progress and promote continuous improvement

- Guide the service through assessment and rating

#### *Reporting, Accountability and Compliance*

- Report directly to the Head of Primary and submit written reports as required
- Ensure compliance with the National Quality Standard, government regulations, legislation, standards and other requirements
- Monitor completion of forms/reports for medication, alternate collection, incident/accident reports and excursions
- Maintain all records as per legislative requirements

#### *Health and Safety*

- Know and understand health and safety legislation
- Ensure consultation and training
- Implement and maintain the service risk management process
- Record and report health and safety incidents and issues
- Ensure work health and safety procedures and practices are followed

#### Governance and Management

##### *Service Management*

- Participate and take a lead role in the preparation of an annual budget in collaboration with Management
- Actively market and promote the service to families and the wider community

##### *Policies and Procedures*

- Know and understand service policies and procedures
- Always implement all relevant aspects of the service policies and procedures
- Develop new policies as required and recommended
- Undertake annual policy review and update as necessary
- Ensure consultation with all stakeholders when undertaking policy development and/or review
- Ensure policy and procedures are kept available at the service

#### Administration

##### *Administration Duties*

- Manage the Child Care Management system (Xplor and OWNA) for the service
- Liaise with the accounts department to manage family accounts and fee collection
- Manage family files and related service documentation
- Adhere to operational expenditure as per the service budget
- Manage the staffing requirements of the service
- Manage service correspondence
- Administer service compliance

#### Service Delivery

##### *Community Involvement and communication*

- Develop and maintain effective relationships and partnerships with families
- Develop and maintain effective relationships and partnerships with the school
- Develop and maintain effective community relationships and partnerships

##### *Relationships with Children*

- Develop positive and respectful relationships with children
- Implement effective and appropriate behaviour guidance techniques and strategies
- Encourage children to develop independence and responsibility
- Gather and evaluate information about children's learning and development

#### *Food provision*

- Develop a menu for the service
- Purchase grocery items in accordance with allocations in the service budget if needed
- Ensure food is stored in the correct manner and according to recognised guidelines
- Ensure food prepared for children on a daily basis is in accordance with the service Food Handling, Health and Nutrition Policies
- Ensure all food preparation utensils and surfaces are cleaned and sanitised according to recognised authorities.

### **CORPORATE RESPONSIBILITIES**

The work of the OSHC Coordinator will be consistent with the College's mission statement, CLEAR values, Code of Conduct for employees, and published policies, procedures and practices.

#### **All non-teaching staff are required to observe the following corporate accountabilities:**

##### **General requirements**

- Demonstrate a commitment to spiritual and moral practices consistent with Biblical principles.
- Be in agreement with the Statement of Faith as stated in the Parklands Christian College Constitution and EBA.
- Support and implement the College Mission Statement, policies and procedures, core values and commitment to Workplace Health & Safety.
- Maintain confidentiality and professional responsibility.
- Maintain a degree of flexibility in working hours from time to time as required for the position.
- Accept that the College reserves the right to modify the position to meet its operating needs.
- Assist and relieve in other positions from time to time.
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or delegate.
- Practice and demonstrate good grooming and presentation as per the College Staff Dress Guidelines.

##### **Mandatory requirements**

As per our Student Protection Policy, Parklands Christian College is committed to the safety and wellbeing of children and young people. We believe every child's social, emotional and spiritual wellbeing matters deeply to God.

### **PERSONAL ATTRIBUTES**

#### **Qualifications/Certifications**

- A Diploma of Early Childhood Education and Care or higher would be preferred. *(The person fulfilling this role may be studying to attain this qualification; however, he/she must commit to its completion to maintain eligibility to hold position.)*
- Current Senior First Aid certificate or be willing to acquire
- Current anaphylaxis and emergency asthma management training or be willing to acquire
- Current Cardiopulmonary Resuscitation Certificate or be willing to acquire
- Current Working with Children Check

#### **Skills**

- Excellent written communication and technology skills (preferably knowledge of Xplor and OWNA.)
- Highly developed interpersonal and verbal communication skills.
- Strong organisational and documentation skills, with the ability to establish work priorities and work to deadlines with minimal supervision.
- Leadership skills and a flair for organisational matters.

**Abilities**

- Demonstrated ability leading teams in a busy environment to achieve daily goals.
- Demonstrated ability to manage simultaneous projects with a wide range of health and safety implications.
- Ability to interact professionally and effectively with diverse groups.
- Ability to use discretion, tact and maintain confidentiality.

**Drafted by:** Alison Kingdom **Date:** 2/08/2024**Approved by:** Charlotte Kruger **Date:** 2/08/2024