



**St Andrew's**  
School 1850

## Position Description

### OSHC Co-ordinator with Optional Co-educator in ELC

<b>POSITION TITLE:</b>	OSHC Coordinator <b>with Optional ELC Co-Educator</b>
<b>RESPONSIBLE TO:</b>	Deputy Principal - Early Childhood
<b>TIME FRACTION:</b>	48 weeks of year <b>OSHC Role;</b> Minimum 2.30pm - 6.00pm Monday to Friday during Term Time. Vacation Care - for ELC - Year 2 during School Holidays, Full time <b>Optional Co-Educator Role</b> Negotiated for between 3 and 20 hours per week during Term time
<b>QUALIFICATIONS:</b>	Minimum Diploma of Children's Services or working towards a Bachelor in ECE. Students welcome to apply
<b>INDUSTRY AWARD</b>	St Andrew's School Enterprise Agreement 2019
<b>CLASSIFICATION</b>	

#### Our Purpose... (Why we exist)

To continue the rich tradition of excellence in independent specialist primary education that prepares children for success in life.

#### Our Vision... (What we aspire to be)

St Andrew's is Australia's leading specialist primary school, inspiring children to be collaborators and innovators, making meaningful contributions to their diverse communities.

#### Our Mission... (What we do)

St Andrew's offers early years and primary education for families seeking an exceptional independent, co-educational school with Anglican values.

## **ROLE**

The OSHC Coordinator will be responsible for providing a stimulating, age appropriate programme for the ELC children who attend After School Care between the hours of 3:00pm and 6:00pm, and for the children attending the Vacation Care programme from ELC to Year 2, during the school holidays, The successful candidate will follow the direction of the Assistant Director and or Deputy Principal - Early Childhood

If successful, you will have the opportunity to work additional hours in the ELC, up to 20 hours per week

When working in ELC After School Care, the successful candidate will be responsible for greeting families and sharing relevant information about each child. Day to day management will also be part of this role. When working in Vacation Care the person will be responsible for daily operations, some staff rosters and or adjustments, activities and children's welfare and staff wellbeing in OSHC.

## **DUTIES AND RESPONSIBILITIES**

### **CURRICULUM**

- Contribute to the delivery of the curriculum by supervising, observing and recording of children's learning, with particular consideration for their interests, aptitudes and additional needs
- Provide an OSHC environment that values and supports children's learning through play; an environment that is safe, nurturing, inclusive, challenging and promotes a sense of belonging
- Support the implementation of the National Quality Framework including the Early Years Learning Framework and My Time, Our Place Care framework.
- Structure indoor and outdoor activities balanced with active and passive learning areas
- Support children in their learning choices and help them to play and work with focus, purpose and enjoyment
- Organise and prepare materials and resources for general and specific activities
- Contribute to the organisation of special events as required

### **DAY-TO-DAY ROUTINES AND PROCEDURES**

- Contribute towards the teamwork of the centre
- Maintain and evaluate the operations of OSHC at regular times in consultation with the Assistant Director and or Deputy Principal - Early Childhood
- Develop and organise Vacation Care programs
- Maintain a healthy and safe environment by assisting with domestic duties including cleaning after children's 'accidents', spills and activities
- Deliver snacks and drinks
- Tidy all areas used by After School Care in preparation for the next day in the ELC
- Lock up windows and doors, check power sources and alarm the Early Learning Centre each day
- Ensure that ELC and OSHC equipment is maintained in a clean, hygienic and safe manner at all times

### **DOCUMENTATION AND ASSESSMENT**

- Contribute to developmental records (e.g. observations)
- Contribute to the upkeep of a digital portfolio for each child
- Contribute to methods of documentation e.g. Black Learning Journals, Posters, Photographs, Displays of Children's work and activities, Learning Stories

- Demonstrate the ability to use IT systems and software including email, internet and MS Office

### **RELATIONSHIPS AND PROFESSIONAL DEVELOPMENT**

- Liaise with other ELC and St Andrew's Staff and other Early Childhood Professionals
- Develop and maintain respectful and equitable relationships with each child
- Develop positive, supportive, professional relationships with parents, families and staff
- Regularly communicate with parents on an 'informal' basis
- Participate in staff meetings as required
- Demonstrate flexibility and the ability to work cooperatively with colleagues
- Undertake active and adequate supervision of children and provide guidance to other staff
- Support behaviour modification programmes for children when necessary
- Respect and maintain confidentiality in regards to the leadership team, the operations of ELC and OSHC, the staff, parents and children
- Develop and foster a positive and supportive team, giving clear leadership as direct for staff where required
- Liaise with the Assistant Director and or Deputy Principal - Early Childhood in regards to the provision of professional development

### **ADMINISTRATION**

- Implement the policies, procedures and routines of the ELC and St Andrew's School
- Assist with the maintenance of ELC resources, collections, materials and equipment
- Assist with administrative tasks as required
- Assist the Assistant Director and or Deputy Principal - Early Childhood to ensure that the ELC complies with licensing and other accountability requirements
- Record the number of children in attendance in After School Care as per compliance
- Collate the record of attendance information and submit to our CCS system
- Undertake manual handling (e.g. lifting, pulling, pushing, moving, transferring, twisting, supporting) of equipment in accordance with WH&S guidelines
- Work at children's level (e.g. sitting, squatting, bending)
- Assist with evacuation and invacuation procedures, first aid and accident/incident management
- Ensure all regular requirements are adhered to at all times
- Ensure all children's records are kept up to date
- Guide and reference policy procedures and expected practice as well as uphold the standards of ELC and OSHC at all times

### **KEY SKILLS AND KNOWLEDGE**

- Relevant experience and qualifications in early childhood education and care
- Knowledge of the National Quality framework
- Knowledge of the new National Quality Standards. Accreditation and rating system
- Knowledge of the Education and Early Childhood Services Bill, 20111(South Australia)
- Knowledge of and experience with the Food Safety Act
- Knowledge and understanding of the Early Years Learning Framework, My Time Our Place framework and the Reggio Emilia Philosophy
- An understanding of the DEEWR childcare management system (CCMS)
- High level of ICT skills including competency in Microsoft office suite
- An ability to work collaboratively
- An ability to lead a dynamic team of early childhood care providers
- A willingness to embrace the IB PYP Program and undertake professional development where necessary

*As the programmes and activities of St Andrew's School are based upon strong Anglican principles and traditions, the successful applicant should be supportive of and comfortable within such an educational environment.*