



PRINCE ALFRED COLLEGE

Role Profile
Out of School Hours and Vacation Care
Director

Role Purpose:

The Director OSHC is one of significant responsibility and provides the overall management of the Out of School Hours Care and Vacation Care programs. The focus of this position is to ensure the provision of quality education and care off children in accordance with the National Quality Standards (NQS) and best practice. Through effective policies and procedures, the OSHC Director supports the development of the character of the Preparatory School, which is consistent with the College's educational philosophy and strategic vision.

Division/Section:

Preparatory School.

Reports to:

Head of Preparatory School then Headmaster.

Key relationships:

Deputy Head of School - Preparatory, Class Teachers, Administrative Assistants of the Preparatory School.

Key responsibilities include the following:

1. Operations

- Oversee the OSHC team to ensure the smooth operation of the programs subject to the College's policies and procedures.
- Program development for both OSHC and Vacation Care.
- Rostering of staff for all programs.
- Ensure the effective organisation of programs through planning and preparation.
- Provide an environment which is stimulating, focussed and pleasant and which reflects the College's values and ethos.
- Be hands on in nurturing the whole child's development, respecting the children's individual needs, abilities and interests.
- Ensure that age appropriate programs and experiences are developed for individual children's needs.
- Manage the communication with parents to provide information about the program during school holiday periods.
- Provide positive and open communication channels with parents and staff.

- Organise meetings, special events, activities and professional development for OSHC staff.

2. Relationships and Customer Service

- Supporting College staff in delivering key educational outcomes.
- Actively promoting and demonstrating the values described within the College's 'Customer Service Charter'.
- Positively contributing to College meetings and forums commensurate to the role.
- Providing timely and relevant communication to stakeholders, customers and team members as required.

3. Team and Personal Development

- Actively participate in performance management and development programs.
- Positively contribute to the OSHC team meetings and forums.
- To attend regular meetings for OSHC.

4. Administration

- Utilise relevant College administrative systems, protocols, and procedures to support daily operations.
- Write, update and manage the OSHC Quality Improvement Plan (QIP).
- Ensure NQS principles are adhered to at the highest possible standard.
- Ensure regulatory requirements are adhered to at all times.
- Support the food safety program for the OSHC.
- Assist with ensuring that all children's records are kept up to date – including all medical records.
- To respect and maintain confidentiality, in regard to the operations of the OSHC, the staff, parents and children at all times.

5. Workplace Health and Safety

- A safety first culture is actively promoted and demonstrated at all levels.
- Health and safety procedures are in place, adhered to and the Health and Safety in Employment Act are complied with.
- Supervise the children ensuring their physical safety, emotional and well-being in line with OSHC policies

Key Knowledge and Skills:

1. Knowledge of OSHC, NQS and the Food Safety Act.
2. Knowledge of enrolment and management programs (such as Xplor).
3. Excellent communication skills and a positive and encouraging interpersonal and leadership style.
4. Excellent people engagement skills and the ability to adapt to meet individual's needs.
5. Excellent time management skills and ability to prioritise workload, able to be proactive and demonstrate initiative.

6. Team player – a commitment to working constructively in a small team and taking responsibility for organising own work.
7. Hands-on in approach, flexible and adaptable.
8. Must have relevant qualifications such as AQF Advanced Diploma or Diploma in Out of School Hours Care, or in Children’s Services, or relevant degree, or Early Childhood Education qualification.
9. Experience working in OSHC or Vacation Care and developing age appropriate programs.
10. Senior First Aid qualifications.

Salary:

Educational Services (Schools) General Staff Award

Hours of work:

As negotiated – full time hours

OSHC shifts include:

- Before School Hours Care 7.30 am to 8.30 am daily.
- Out of School Hours Care 2.30 pm to 6.00 pm daily.
- Vacation Care during school holidays

September 2021