



PRINCE ALFRED COLLEGE

Role Profile

Assistant Director Outside School Hours and Vacation Care (OSHC)

Role Purpose:

The Assistant Director OSHC supports the Director in the day to day operations and administration of the OSHC and Vacation Care programs in collaboration with the OSHC team. This includes the implementation and delivery of developmentally appropriate Outside School Hours Care programs and Vacation Care that meet the needs of individual children. The OSHC and Vacation Care Assistant Director is also responsible for compliance with policy and procedure development and enhancing the experience of students at the OSHC. The Assistant Director will be required to supervise other OSHC staff and ensure that all areas are compliant with relevant regulations in the conjunction with the OSHC Director.

Division/Section:

Preparatory School.

Reports to:

Director of OSHC and Vacation Care, then the Deputy Headmaster / Head of Preparatory School.

Key relationships:

Deputy Head of Preparatory School, Classroom Teachers, Student Success team, Administrative Assistants of the Preparatory School.

Key responsibilities include the following:

1. Operations

- Work with the OSHC Director and other staff to ensure the smooth operation of the programs subject to the College's policies and procedures.
- Develop the effective day-to-day program design and delivery through effective planning and preparation, in accordance with the NQS and relevant framework.
- Support the effective organisation of programs through planning and preparation.
- Create an environment which is stimulating, focussed and positive and which reflects the College's values and ethos.
- Nurture the whole child's development, respecting the children's individual needs, abilities and interests.
- Designate Educators in taking responsibility for part of the program's implementation.
- Lead reflections on the program, incorporating student voice.
- Monitoring children's behaviour and intervene when appropriate, using positive guidance and behaviour management techniques.

- Undertake observations of children which link with National Quality Standards and relevant frameworks.
- Identify required resources e.g. arts/crafts as required, with approval from the Director.
- Provide parents with information about the program as appropriate.
- Supervise activities during the day.
- Positively interact with the children and nurture their confidence and self-esteem.
- Liaise with parents and teaching staff regarding any issues relating to children as appropriate.
- Attend meetings, special events, activities and professional development.
- Provide regular feedback to the OSHC Director regarding the success or otherwise of educational programs.
- Interpret observations of children and link them to outcomes in the relevant framework.

2. Relationships and Customer Service

- Supporting College staff in delivering key educational outcomes.
- Actively promoting and demonstrate the College values.
- Positively contribute to OSHC meetings and forums commensurate to the role.
- Providing timely and relevant communication to parents/families, customers and team members as required.
- Positively engage with staff members and provide support and mentorship on the relevant educational programs.

3. Team and Personal Development

- Actively participating in Performance Management and Development programs.
- Positively contributing to the OSHC team meetings and forums.
- Run team meetings in the absence of the OSHC Director, as required.

4. Administration

- Utilising relevant College administrative systems, protocols, and procedures to support daily operations.
- Support the collaborative development, update and management of the OSHC Quality Improvement Plan (QIP).
- Ensure NQS principles are adhered to at the highest possible standard - Excellent.
- Ensure that regulatory requirements are always adhered to.
- 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, regarding 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, and relevant policies are complied with.
- Supervise the children ensuring their physical safety, emotional and well-being in line with OSHC policies

Key Knowledge and Skills:

1. Detailed understanding and knowledge of NQS compliance and related regulatory standards, including the Food Safety Act.
2. Excellent communication skills and a positive and encouraging interpersonal and leadership style.
3. Excellent people engagement skills and the ability to adapt to meet individual's needs.
4. Excellent time management skills and ability to prioritise workload, able to be proactive and demonstrate initiative.
5. Team player – a commitment to working constructively in a small team and taking responsibility for organising own work.
6. Hands-on in approach, flexible and adaptable.
7. Significant experience working in OSHC or Vacation Care and developing age appropriate programs.
8. Must have Diploma in Education and Care or equivalent, such as AQF Advanced Diploma or Diploma in Out of School Hours care, or in Children's Services, or relevant degree.
9. Knowledge about theories, pedagogy and the relevant learning frameworks.
10. First Aid qualifications for Teachers and Carers (HLTAID004 Provide an emergency first aid response in an education and care setting).
11. Current DHS Working with Children Check and Responding to Risks of Harm, Abuse and Neglect (RRHAN) training, Protective Practices training.

Award/Agreement:

Educational Services (Schools) General Staff Award.

July 2026