

Position Information Document

ESO – Second in Charge – OSHC and Vacation Care

Christian Brothers College, Adelaide

(An accredited Edmund Rice Education Australia school)

Position Information

Name:			
Title:	Second in Charge – OSHC and Vacation Care		
Employment Type:	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Replacement	ESO Grade:	4
Stream:	Early Childhood Education/OSHC	FTE	.56
Hours/Days of Work:	Monday to Friday 3.00pm to 6.00pm. Two days per week 7.15am to 10.15am.	Weeks Per Year:	48

Key Working Relationships

<ul style="list-style-type: none"> • Director OSHC and Vacation Care (<i>Reports To</i>) • Principal • Head of Junior Campus 	<ul style="list-style-type: none"> • Teaching Staff • Students • Parents and Families
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Introduction

Christian Brothers College is a Catholic School in the Edmund Rice Tradition and one of Adelaide's oldest and most respected Reception -Year 12 Colleges. Established in 1878, CBC has a proud tradition of providing a uniquely contemporary education for boys. Our College shapes men of the future who lead caring, authentic and accomplished lives; who are advocates for respect and compassion and who share a sense of belonging that lasts for life.

The College aspires to be faithful to the four EREA Touchstones of Liberating Education, Inclusive Community, Gospel Spirituality, and Justice and Solidarity as described in The Charter for Catholic Schools in the Edmund Rice Tradition.

The four Touchstones are reflected in the Vision and Mission statements of the Christian Brothers College Strategic Plan. This Plan also connects the Touchstones with the four core strategic values of Christian Brothers College – Faith, Excellence, Community and Compassion – values which informs continuous improvement in education, decision making and strategic direction.

These values are at the heart of the College's Vision, Mission, and Strategic Plans.

Please visit our College website for more information www.cbc.sa.edu.au.

Broad Purpose

The **Second in Charge - OSHC and Vacation Care** will promote CBC, CESA and EREA mission, vision, values and touchstones in all aspects of the role. You will establish and maintain positive working relationships with staff, the wider community, students and their families. You will have well developed relational skills and the outstanding ability to communicate effectively with all members of the College community and its external partners.

The **Second in Charge - OSHC and Vacation Care** at Christian Brothers College works closely with the OSHC Director to provide a safe, friendly and stimulating environment for children in Before School Care, After School Care and Vacation Care. Working directly with children you will be required to supervise and participate in a range of indoor and outdoor activities including excursions. In addition the Assistant Director will ensure that policies are implemented and the educational programmes run smoothly.

Out of School Hours Care (OSHC) and Vacation Care services provide supervised recreational activities and care for up to 90 primary school age children. Care can be provided between 7.15am – 8.15am for Before School Care and 3.30pm – 6.00pm After School Care and 7.30am – 6.00pm for Vacation Care and Pupil Free Days.

Our Service offers a wide and varied range of age appropriate activities which encourage children to interact with friends, learn life skills, problem solve and be challenged by new experiences in a safe and relaxed environment.

Duty Statement

Key Responsibilities and Duties

The Assistant Director, in partnership with the Director and in accordance with the service's philosophy, policies and procedures, will:

- In the absence of the Director (or Principal/delegate), be responsible for the day-to-day management of the OSHC/Vacation Care service and work in accordance with relevant legislation including [Education and Care Services National Regulations \(2011 SI 653\)](#), the [Education and Care Services National Law Act](#), the [SA Education and Early Childhood Services \(Registration and Standards\) Act 2011](#).
- Coordinate and direct the activities of staff in the implementation and evaluation of developmentally appropriate programs.
- Oversee the planning, development, implementation and evaluation of developmentally appropriate programs and activities for children attending OSHC/Vacation Care and supervise staff accordingly to ensure quality delivery is achieved.
- Contribute, through the Director (or Principal), to the development of service policies and procedures that comply with the National Quality Framework and Standards.
- Plan for and facilitate the inclusion of children with additional needs, including children with disabilities, children with complex health support needs and children from linguistically and culturally diverse backgrounds.
- With guidance from the Director (or Principal), prepare and distribute staff rosters in a timely manner, to ensure they meet child/staff ratio requirements.
- Undertake required administrative functions of the OSHC service including timely administration of the Child Care Benefit and similar forms, with assistance from the Director (or Principal).
- Prepare regular written and verbal information (i.e. excursion information & consent forms, reports, newsletters) about OSHC/Vacation Care activities and service delivery for families and their opportunities for involvement.
- Participate in relevant financial checks and balance systems, as delegated by the Director (or Principal), including fee collection, recording, receipting and follow-up of outstanding fees.
- Oversee preparation of equipment for planned activities.
- Support internal audits to prepare for external audit and ensure compliance with Education and Care National regulations.
- With broad direction from the Director (or Principal), oversee the purchase, provision, preparation and storage of nutritious and appropriate foods, within regulated hygiene standards.
- Lead daily operations including work health and safety, program planning and staff induction and training to ensure a safe environment is maintained for children and staff.
- Undertake relevant risk management strategies, as delegated by the Director (or Principal), and analyse, design and implement solutions to ensure compliance and duty of care obligations are met.
- Contribute to planning opportunities for professional learning for staff to ensure their skills remain current and respond to the needs of the student cohort.
- Assist in the development of collaborative partnerships between educators, families and support professionals.
- Actively participate in operational, team and performance-related discussions, meetings, and reviews, as required.
- Perform any other reasonable duties as required from time to time by the Principal.

Person Specifications

Skills

- Support and active commitment of the ethos of the College, as a Catholic School in the Edmund Rice Tradition
- Exceptional customer service skills
- Exceptional organisational and planning skills
- Excellent written, verbal and interpersonal communication skills with the ability to engage with people from varying backgrounds
- Ability to interact with students in a positive, sensitive and respectful manner
- Ability to assist families in a sensitive supportive and professional manner
- Demonstrated ability to work independently and as a part of a team to meet strict deadlines
- High level of competency and proficiency in the use of MS Office applications (including Excel, Word and school administration systems eg Synergetic and Alii)
- Ability to implement the policies, procedures and routines of the service and reviewing them in collaboration with all relevant stakeholders
- Ability to prepare age appropriate activities in line with the “My Time Our Place” learning framework to facilitate and enhance children’s development
- Ability to supervise large groups and small groups within those groups
- Effective observation and reporting skills
- Ability to implement behaviour management procedures
- Ability to implement a program which reflects the multicultural and social nature of the community which promotes the principles of equal opportunity
- Ability to relieve the Director when required in his/her absence.
- Use of initiative and discretion in a confidential environment
- Be committed to questioning processes and practices in pursuit of continuous improvements.

Knowledge

- Demonstrated experience in a similar role
- Knowledge of the National Quality Framework
- Knowledge of and experience with food safety standards
- Experience in providing a customer focused service

Specific Requirements

- An approved qualification for educators working with over preschool age children in accordance with regulation 137(2)(c) of the Education and Care Services National Regulations. (Refer to the ACECQA website <https://www.cecqa.gov.au/qualifications/requirements/working-in-OSHC-services>) certified Supervisor certificate for Nominated Supervisors
- Act in accordance with the EREA and CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the school.
- Edmund Rice Education Australia and CBC is committed to ensuring the safety, wellbeing and dignity of all children and young people. All staff must have and maintain a commitment to child safety.
- All applicants will be subject to EREA and legislative screening procedure. These checks are consistent with EREA’s commitment to child protection policies and procedures.

College Values

You will practice CBC values and the EREA Touchstones, when you;

Faith / Gospel Spirituality

- Promote, lead and nurture the growth of the Catholic culture within the College;
- Embrace and sustain the ethos and traditions of the Edmund Rice charism;
- Articulate the values, vision and mission of the school and EREA;
- Encourage and participate in the liturgical, sacramental and prayer life of the College;

Excellence / Liberating Education

- Model best practice and encourage innovation and creativity;
- Use consistent, just and ethical policies and procedures;
- Respond to compliance matters in relation to Catholic Education Office, EREA, National and State compliances such as WHS;
- Promote a safe and rigorous learning environment;

Community / Inclusive Community

- Collaboratively plan, implement and review personal learning opportunities that are reflective of the College Mission, Vision, Values, and the Touchstones and Charter of the EREA;
- Celebrate and lead unique traditions of the College and innovatively contribute to its future vision and growth;
- Promote and affirm inter-campus staff community relationships;
- Value our gathering times, sharing and celebrating our spirituality;

Compassion / Justice & Solidarity

- Recognise and celebrate acts of service within and beyond the College Community;
- Model leadership that advocates and reflects compassion, empathy and justice, especially for those at on margins;
- Value diversity and individuality;
- Employ collaborative, open and transparent decision making processes with staff, students and parents;

Work Health and Safety

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must –

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 27 and 28 WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not intended as a comprehensive listing of all responsibilities, tasks, and outcomes.

Signed (Principal or Delegate): _____ Date: __ __ / __ __ / __ __

Signed (Employee): _____ Date: __ __ / __ __ / __ __