

Position Information Document

Assistant Director OSHC and Vacation Care

Christian Brothers College, Adelaide

(An accredited Edmund Rice Education Australia school)

Position Information

Title:	Assistant Director OSHC and Vacation Care		
Employment Type:	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Replacement	ESO Grade:	3
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 / Families / Old Collegians and Community Groups
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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 ELC-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 **Assistant Director 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 **Assistant Director 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

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

Operational duties

- Work in accordance with the National Quality Standards
- Support the Catholic ethos of the school
- Develop, implement and evaluate a quality program based on individual and group needs of children under supervision
- Incorporate equity principles into all practices

Staff

- Promotion of a supportive atmosphere and working environment for staff
- Fostering a team culture that is collaborative, reflective and positive by distributing leadership and responsibility amongst the staff team
- Develop, implement and evaluate daily routines in consultation with other staff

Children

- Ensure the supervision, safety, security, wellbeing and duty of care of the children is met
- Provide supervision, guidance and support for OSHC Educators, students and volunteers.
- Provide objective written and oral observations of children, as required while maintaining confidentiality
- Assist the Director, OSHC to ensure that accurate and complete records of each child's enrolment, attendance, illness, accident reports, observations and any other records, including learning profiles and relevant authorities are kept and maintained and that the confidentiality of these records are maintained at all times
- Conduct on an as required basis, management committee meetings that includes parent users, school leadership representation, Principal and/or Deputy Principal and provide a written report to the Principal.

Parents and Families

- Providing an environment and atmosphere that is accepting to parents and families
- Responding positively to the individual needs of families
- Assisting, supporting and providing information to parents on all aspects of their child's needs and development
- Responding positively to parent enquiries and issues

Person Specifications

Skills

- Support and active commitment of the ethos of the College, as a Catholic School in the Edmund Rice Tradition.
- Exceptional organisational and planning skills.
- Excellent written, verbal and interpersonal communication skills with the ability to engage with people from varying backgrounds.
- Proficient with the Microsoft Office Suite in the performance of duties and other data base systems.
- 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.
- Ability to interact with students in a positive, sensitive and respectful manner.
- Demonstrated ability to relate effectively to a diverse range of staff and students.
- Demonstrated ability to work independently and as a part of a team to meet strict deadlines.
- Display initiative; maintain confidentiality, show professionalism and skill in carrying out the tasks associated with the position.
- Have the ability to effectively function as part of a small team, whilst also be self-directed and able to work autonomously.

Knowledge and Experience

- 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

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;

Specific Requirements

Qualifications

- 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.acecqa.gov.au/qualifications/requirements/working-in-OSHC-services>) certified Supervisor certificate for Nominated Supervisors
- HLTAID001 Provide cardiopulmonary resuscitation
- HLTAID002 Provide basic emergency life support
- HLTAID003 Provide First Aid
- HLTAID004 Provide and emergency first aid response in an education setting
- 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
- Approved Mandatory Notification training
- 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.
- Flexibility towards working days/hours during school holidays and during periods of annual leave and sick leave.

Work Health & 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

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

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