



**ALL SAINTS'
COLLEGE**



DUTY STATEMENT OUT OF SCHOOL HOURS CARE EDUCATIONAL LEADER

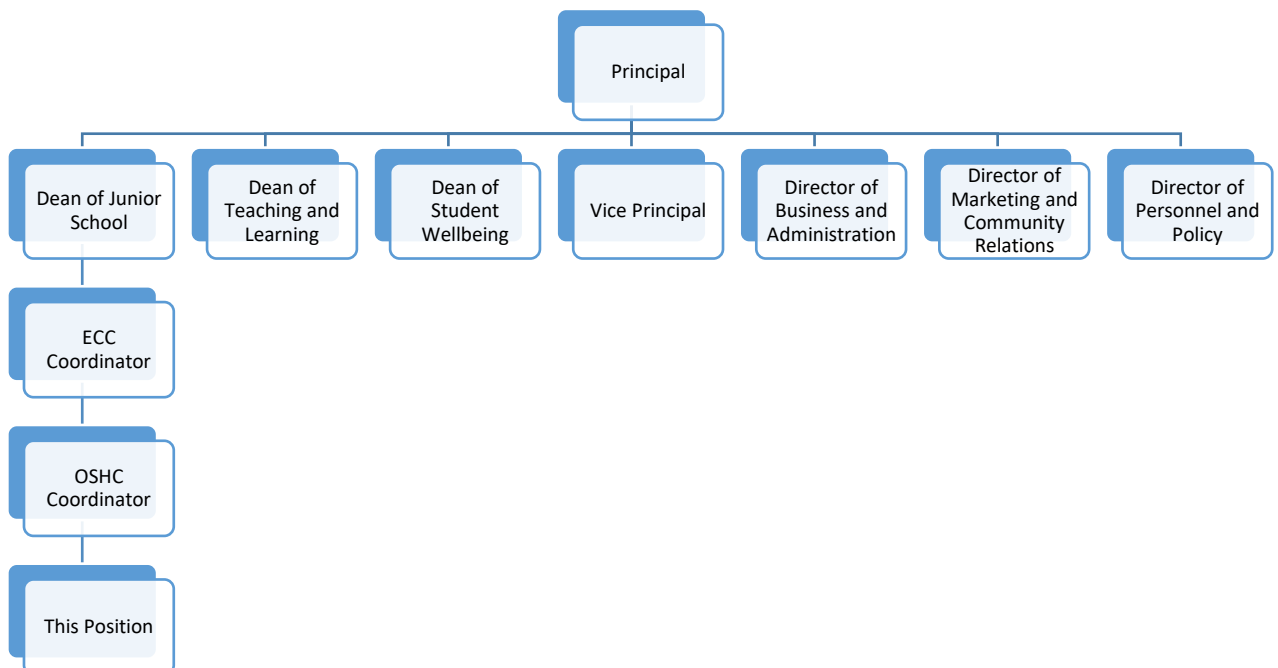
All Saints' College prioritises the safety, welfare and wellbeing of children and young people, and expects all staff and volunteers to share this commitment.

POSITION PURPOSE

The Out of School Hours Care Educational Leader is directly responsible to the Out of School Hours Care Coordinator for planning, delivering, reflecting and reviewing the educational programs for Before School Hours, After School Hours and Vacation Care and carrying out the duties associated with the daily operation of the Out of School Hours Care (OSHC) program.

The OSHC Centre forms an integral part of the duty of care for students of the College aged 3 - 12 years of age and operates Mondays to Fridays 7.00am - 8.30am and 3.00pm – 6.00pm on school days and 7.00am - 6.00pm during 11 weeks of the school holidays. The Centre is managed by the Early Childhood Coordinator who is responsible to the Dean of Junior School.

ORGANISATION STRUCTURE



KEY RESPONSIBILITIES

The Out of School Hours Care Educational Leader will support the College's mission by undertaking the following duties, which reflect the accountabilities and responsibilities that are integral to the successful performance of this position.

1. Administration

- (a) Perform the daily administrative tasks associated with communications; planning, delivering and record keeping of the OSHC educational program.
- (b) In collaboration with the OSHC Coordinator and Early Childhood Coordinator, be responsible for the development and implementation of age appropriate programs designed to address the development and enrichment of OSHC Centre students, including their wellbeing, cultural, spiritual, gender and special needs.
- (c) Assist in the conduct and facilitation of activities ranging in style from quiet, active or leisurely, to the provision of structured advice and homework assistance.
- (d) Ensure Senior First Aid certification remains current.

2. Staff Expectations

- (a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College.
- (b) Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.
- (c) Maintain professional confidentiality concerning information about staff and/or students.
- (d) Strive to implement productivity, quality and service improvements on a continual basis.
- (e) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- (f) Comply with Occupational Safety and Health requirements in the workplace.
- (g) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.
- (h) Operate as a 'team player' always and fully support the Principal, Leadership Team and activities of the College.

SELECTION CRITERIA

Essential

- A current Working with Children Check
- A current National Police Clearance Certificate
- Completed or actively working towards a minimum qualification requirement in Education and Care: Early Childhood preferred teaching Degree, Diploma, Certificate III/IV or over preschool age qualifications e.g. OSHC, School Aged Care.
- Knowledge of educational program planning and delivery
- Current First aid qualifications - Senior (Level 2) First Aid (including current CPR)
- Anaphylaxis management training

*The College recognises that Duty Statements are dynamic documents.
They are reviewed annually or as required.*

November 2020