JOB DESCRIPTION: OSHC / VACATION CARE SUPERVISOR
(ELC & JUNIOR SCHOOL)

1. THE SCHOOL

St Peter's Collegiate Girls' School is an Anglican School located six kilometres east of Adelaide's central business district in the suburb of Stonyfell. The School has a co-educational Early Learners' Centre and approximately 740 students from the Early Learners' Centre to Year 12 on its single campus, which is surrounded by a conservation park.

St Peter's Girls is an authorised IB World School.

2. THE POSITION

This position is a permanent part-time role that involves overseeing the following School and Early Learning Centre’s OSHC and Vacation Care programs (2-12 year olds). In addition to supervising the vacation care programs the successful candidate will become an active member of the Early Learning Centre as a Co Educator supporting Teachers in the various rooms.

- **Before School Care Program for the School and Early Learning Centre** – operates every school day from 7.30am until 8.20am.
- **After School Care Program for the School and Early Learning Centre** – operates every school day from 3.30pm until 6.00pm, with preparation time from 3.00pm.
- **Vacation Care Program for the School and Early Learning Centre** - operates for 12 weeks during the school holiday period, commencing at 7.30am until 6.00pm, excluding public holidays.
- **Co Educator** – term times.

An understanding of the National Quality Framework (NQF) is essential.

The OSHC Supervisor will be responsible to the Principal through the Head of Junior School and Director of the Early Learners’ Centre.

3. RESPONSIBILITIES

Areas of responsibilities include:

- Demonstrate knowledge of the National Quality Framework and supporting policies and documentation including familiarisation with the Education and Care Services National Law;
- Demonstrate an understanding of the learning framework, “My Time our Place” and the Early Years' Learning Framework when planning programs; and
• Demonstrate an understanding of the responsibility of working in a regulated environment.
Educational Program and Policies
- Planning high quality educational programs within the guidelines set out in the “My Place Our Time” document. This includes planning for and demonstrating an awareness of the needs of individual students.
- Maintain weekly plans for all programs and display these for parents to see.
- Maintain and recognise the required balance between play, learning and the provision of leisure time for children.
- Planning regular meeting times with staff, ensuring that interactions with staff are focussed, active and reflective of the individual needs of all students.
- Attend regular meetings with the Head of Junior School and Early Learners’ Centre Director to reflect on and discuss program plans.
- Liaise with Junior School and ELC staff regularly to discuss student needs.

Children's Health and Safety
- Maintain the health and safety of all students within the program.
- Ensure the weekly menu, foods and beverages available at the service comply with the “Dietary Guidelines for Children and Adolescents”.
- Ensure that effective plans and policies are in place to manage incident and emergencies.
- Ensure policies for Sun Protection, Water, First Aid, Emergency and Evacuation are regularly updated and emergency procedures practiced.
- Work with the School Nurse to ensure medical information for all OSHC students is updated and relevant. Maintain and update student records.
- A Child - Safe Environment Policy and a Child Safe Environment Compliance Statement must be updated annually via the Department of Families and Communities (DFC) SA website.

Physical Environment
- Plan for, and provide quality indoor and outdoor spaces that meet the needs of all students.
- Ensure that systems are in place so that the premises and all equipment is maintained and monitored to meet safety, compliance and cleanliness standards.

Staffing Arrangements / Management
- Implement and maintain staff rosters.
- Ensure all staff are aware of their professional responsibilities.
- Determine the Responsible Person at the OSHC / Vacation Care service at all times.
- Demonstrate leadership and people management behaviours and skills.

Relationships with Children
- Maintain a positive and caring environment that encourages the development of positive relationships and guides the rights and dignity of all children.
- Be aware of the Junior School Behaviour Management Policy, Positive Behaviour Policy, ICT Policy, Pastoral Care and Homework Policy.

Service Management and Administration
- Build collaborative partnerships with all families.
- Demonstrate ways that families can be involved in the program.
- Demonstrate leadership at all times and build a quality service focussed environment.
- Understand and use the “kids wiz program” in order to prepare and maintain daily records of attendance.
- Record all accident/injury using the appropriate school forms.
Financial Management of the Junior School and ELC OSHC / Vacation care service

St Peter's Girls’ OSHC is an approved service and as such has policies and procedures in place to ensure that sound practices are in place to manage the allocation of Child Care Benefit and Child Care Rebate in accordance with Australian Government Regulation.

St Peter’s Girls’ manages the collection of fees, related income and expenditure management of the OSHC and Vacation care school / ELC service.

Policies have been written to cover the collection of fees, payment schedules, and late collection of children, bookings and cancellations.

The operational budget for the OSHC & Vacation care service is managed within the operational budget of the School.

4. QUALIFICATIONS

The successful applicant will have a minimum of a Diploma of Children’s services or Diploma of Out of School Hours Care (OSHC) Early Childhood.
Be and have previously been a registered “Nominated Supervisor”.
Other necessary qualifications include, Senior First Aid, Asthma and Anaphylactic training.
Mandatory Training and Police Clearance are essential
Employees at this level will be required to exercise significant initiative and discretion, work without supervision on occasions, and demonstrate expertise and personal responsibility.

5. CONDITIONS

The position is a permanent part time position of 30 hours per week, 50 weeks of the year, with annual leave to be taken during term times resulting in full availability during vacation care periods.

The salary for this position is determined by the Teachers (Non-Government Schools) Award and the St Peter's Collegiate Girls’ School Enterprise Agreement.

JULA SHEA
Principal
February 2016