



CATHERINE MCAULEY SCHOOL

Position Information Document

Education Support Officer

Name:

Date: 2024

POSITION TITLE OSHC Assistant Director

ESO GRADE Grade 5

ESO STREAM	Early Childhood / OSHC
EMPLOYMENT TYPE	Permanent
HOURS PER WEEK	37.5 Monday - Friday
WEEKS PER YEAR	52

Key Working Relationships

- Principal / Deputy / Leadership Team
- Catherine McAuley School Business Manager
- OSHC / Vacation Care and School Staff
- OSHC Advisory Committee
- Students and their parents / caregivers

BROAD PURPOSE

Under the minimal direction of the Principal (or delegate), the OSHC & Vacation Care Assistant Director is responsible for the efficient and effective management of an OSHC & Vacation Care service for 80 or more children.

RESPONSIBILITIES

Duties include:

- Oversee and lead staff to implement a recreation and leisure program based upon recognised School Age Care Framework (OSHC/Vacation Care) and supervise the quality, development, implementation and evaluation of programs and routines.
- Work with all staff to observe, support and extend children's participation in the program including planning for and facilitating the inclusion of children with additional needs.
- Lead discussion on reflective practice and continuous improvement to achieve the National Quality Standard. This includes sharing information, knowledge and expertise on practice, policy developments and community changes that may impact on the service.
- Develop the capacity and capability of staff through appropriate and reasonable support and mentoring to achieve increased competency.
- Actively engage staff in decision-making, as appropriate, sharing information and reviewing performance to deliver a responsive quality service that meets the needs and circumstances of the children and their families.
- Ensure the timely preparation, distribution, and supervision of staff rosters consistent with child:staff ratio requirements.
- Manage the purchase, provision, preparation, and storage of nutritious and appropriate foods, within regulated hygiene standards.
- Ensure the effective management, induction, assessment, development and training of staff, volunteers and work placement students, as required.
- Develop strong teamwork skills with staff that creates a supportive team environment and facilitate regular staff meetings, encourage collaborative contributions, and promote a culture of continuous learning.
- Develop collaborative partnerships between educators, families, and support professionals.
- Ensure the efficiency of day-to-day operations for the OSHC/Vacation Care service including management of administrative and staff records and functions, finance matters and budget preparation and review, policy development and compliance, adherence of National Quality Standards, WHS and other applicable regulatory and statutory requirements.
- In consultation with the Principal (or delegate), inform the development of significant policies and strategies for the successful operation of the service.
- Develop, implement, and review risk management strategies and analyse, design, and implement effective solutions to ensure compliance and duty of care obligations are met to ensure a safe environment is maintained for children and staff.

- Actively lead and 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

- Knowledge of and active commitment to the Catholic ethos.
- Demonstrated experience working in a leadership capacity and managing staff in an OSHC/Vacation Care service.
- Demonstrated experience in overseeing the planning, development, implementation, and evaluation of developmentally appropriate programs for children that facilitates and enhances their development, demonstrates positive behaviour education practices and supports individual children with particular needs.
- Excellent (verbal and written) communication and interpersonal skills to communicate effectively with staff, children, and their parents. This includes providing assistance in a positive, respectful, supportive and professional manner.
- Excellent organisational and time management skills.
- High level demonstrated experience undertaking a range of administrative, marketing, and financial management functions, including ability to research and write funding submissions.
- High degree of autonomy, observation, initiative, and discretion to implement solutions and achieve effective work outcomes for self and others.
- High level computer competency to fulfil the inherent requirements of the role.
- Comprehensive knowledge of applicable CESA policies/procedures as well as legislative compliance requirements relating to WHS, Education and Care Services and Child Protection obligations and responsibilities.
- Excellent team skills to lead, mentor, motivate, guide, support and participate.
- Ability to cope effectively and lead, in an emergency and/or stressful situation.

ESSENTIAL REQUIREMENTS

Experience, Qualifications and Training

- An approved qualification for working with children over preschool age in South Australia as listed on the Australian Children's Education & Care Quality Authority (ACECQA) website.
- A recognised qualification in management/administration, or comparable, is desirable.
- Applicable First Aid Certificate relevant to the role requirements
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate

- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

SPECIAL CONDITIONS AND ALLOWANCES

- Senior First Aid (if applicable)

Current Driver's License

OTHER CONDITIONS

- Act at all times in accordance with the CESA Code of Conduct;
- Comply with the Work Health & Safety management system and, as a worker, while at work:
 - Take reasonable care for their own health and safety
 - Take reasonable care that their actions or omissions do not adversely affect the health and safety of other persons
 - Comply, in so far as they are reasonably able, with any reasonable instruction given by the employer
- Co-operate 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.
(Ref: Division 4, Section 28 – SA Work Health and Safety (WHS) Act 2012)

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