



## Position Information Document

### Out of School Hours Care Assistant Director

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| <b>Location:</b>               | Xavier College OSHC Two Wells   |
| <b>Employment Status:</b>      | Permanent Part Time   |
| <b>Classification Level:</b>   | As per SA Catholic Schools Agreement 2020,<br>Education Support Officer, <b>Grade 4</b><br>Early Childhood Education/OSHC Stream                    |
| <b>Normal hours of work:</b>   | 37.5 hours per week/40 weeks per year   |
| <b>OSHC Operational Hours:</b> | Monday to Friday (excluding Public Holidays)<br>Before School: 6.30am – 8.50am<br>After School: 3.05pm – 6.30pm<br>Pupil Free Days: 6.30am – 6.30pm |

#### Key Working Relationships

- OSHC Director
- Business Manager
- OSHC staff
- College Leadership and Staff
- Parents/Guardians and Children

#### Responsible To

The Out of School Hours Care (OSHC) Assistant Director will report to the Out of School Hours Care Director for day-to-day OSHC activities, the Business Manager for all operational matters, the Head of Campus and ultimately is responsible to the Principal of Xavier College or delegate.

#### Broad Purpose

The OSHC Assistant Director will actively support and contribute to the Catholic Identity and Salesian ethos, mission, and vision of Xavier College and will adhere to the guiding principles of the Living, Learning Leading Framework which outlines CESA key capabilities, skills, knowledge and dispositions that enable young people to contribute to society and enjoy meaningful and spiritually enriched lives, as well as work within the ACECQA guidelines and My Time Our Place Curriculum.

RUAH is the Hebrew word for Breath of God – this will translate as Respect; Understanding: Affection and Humour. These are guiding principles that are intrinsic to our treatment of self and each other. They complement the Salesian Charter of:

- A Home that welcomes
- A Parish that evangelises
- A School that prepares for Life
- A Playground where friends meet and enjoy themselves

The OSHC Assistant Director will support the OSHC Director in the establishment of and day-to-day effective and efficient operation of the OSHC program, including encouraging and promoting the nurturing of collaboration, creativity, critical-thinking and communication within the Service, allowing the children agency over their learning.

The OSHC Assistant Director will have the knowledge, skills and demonstrated capacity for the self-directed application required to perform tasks involving independent use of a high degree of technical or applied theoretical knowledge and interpersonal skills.

## **Key Result Areas**

The OSHC Assistant Director will:

- Assist in overseeing planning, development, implementation and evaluation of developmentally appropriate programs for the children using the Service
- Be responsible (where suitably qualified and certified) for the day-to-day management of the Service in the temporary absence of the OSHC Director and for management and compliance with the National Quality Standards and all regulatory and statutory requirements
- Be responsible (where suitably qualified and certified and under the direction of the OSHC Director) for coordinating and directing the activities of employees, including the employees engaged in the implementation and evaluation of developmentally appropriate programs
- Contribute, through the OSHC Director or delegate, to the development of Service policies and procedures
- Coordinate operations, including Work Health & Safety, program planning and employee training
- Undertake additional responsibilities, including coordinating the activities of more than one group, supervising employees, trainees and students on placement and assisting in administrative tasks, where required
- Assist in the development of collaborative partnerships between staff members, families and support professionals
- Have the ability to use the opportunity to self-reflect through a variety of means that include but are not limited to staff appraisals, goal setting, feedback from a variety of sources, and self-assessment tools.
- Ability to undertake administrative tasks of an OSHC Service, including software programs for administering Child Care Subsidy with the assistance of the OSHC Director/College Leadership
- Participate in relevant financial checks and balance systems, as delegated by the OSHC Director/College Leadership
- Participate in regular written and verbal information sharing sessions about all relevant aspects of Service delivery for families and how they can become involved
- Participate in relevant risk management strategies as delegated by the OSHC Director/College Leadership
- Perform any other duties, as required from time-to-time by the OSHC Director and/or College Principal

## **Person Specification**

### **Essential**

- A commitment to support the Catholic and Salesian ethos of the College
- Demonstrated knowledge of the NQF and NQS requirements and all relevant regulations and statutory requirements
- Demonstrated ability to model and teach appropriate behaviours and provide proactive support for children as they learn
- Demonstrated experience in leadership and the effective supervision of staff, including staff wellbeing
- Excellent interpersonal and communication skills
- Ability to maintain a high level of confidentiality and discretion
- Demonstrated high level of organisation and time management skills
- Highly developed observation and reporting skills
- High level of attention to detail

- High level of experience and ability to work with individual children with particular needs
- Understand and work according to the policies and procedures associated with the National Quality Standard
- Understand and adhere to the SACCS Duty of Care policy and procedures and the Protective Practices for Staff in their Interactions with Children and Young People Guidelines
- Understand and adhere to all Xavier College policies and procedures
- Willingness to be flexible and complete duties as required
- Willingness to undergo further training should it be required

#### Specific Requirements

- Completed qualifications to work in a child-related industry as recognised by ACECQA
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Acquire and maintain Catholic Police Clearance to work in Catholic Education SA
- Current Responding to Risks of Harm, Abuse & Neglect – Education and Care certificate
- First Aid certificate (HLTAID012)
- Evidence of vaccination against, or prove immunity to, COVID-19 and other diseases as specified by the Employer; or provide evidence of a medical contraindication to the available and approved vaccines, to the satisfaction of the Employer.

#### Workplace 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.

Reference: Division 4, Section 28 WHS Act 2012

#### Performance Review

It is expected that the employee will undertake a Performance Review at a mutually agreed time with the employer as per the Catholic Schools Enterprise Agreement 2020 (as amended).

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.