



OSHC SUPERVISER POSITION DESCRIPTION



EMPLOYMENT: Casual

HOURS PER WEEK: Flexible and negotiated – dependent on demand of service and booking numbers
Applicants can indicate whether they are interested / available for before school care hours, after school care hours or both.

DAYS AND TIMES OF SHIFTS: Hours of work will be between the hours of 7:00am – 9:30am (Before School Care) and 3:00pm – 6:00pm (After School Care) Monday to Friday. Applicant can indicate their availability within these hours.

REPORTS TO: Principal

REQUIRED QUALIFICATIONS:

The successful applicant must hold (or be working towards, or willing to commence working towards) one of the following qualifications:

Certificate III in Early Childhood Education and Care
Certificate III in Education
Certificate III/IV of/in Education Support
Certificate III/IV Leisure and Health
Certificate III/IV Sports and Recreation
Certificate III/IV Individual Support
Certificate III in Outside School Hours Care
Certificate IV in Children's Services (Outside School Hours Care)
Certificate IV in Community Services
Certificate IV in Out of School Hours Care
Certificate IV in School Age Education and Care
Certificate III in Education Support
Certificate III in School Based Education Support
Certificate IV in Youth Work
Certificate IV in Education Support
Certificate IV in School Based Education Support
Certificate IV in Disability
Certificate IV in Outdoor Leadership
Associate Diploma in Arts- Fitness, Recreation or Leadership
Bachelor of Applied Science (Physical Education)
Bachelor of Arts (major in Youth Studies)
Bachelor of Arts (Recreation)

Bachelor of Arts (Youth Affairs)
Bachelor of Arts (Youth Studies)
Bachelor of Physical Education
Bachelor of Social Science (Youth Work)
Bachelor of Sport Science (Exercise Science)
Certificate of/in Teaching or Education (early childhood, primary or secondary) requiring at least two years of full time or part time equivalent study
Diploma/Bachelor of Youth Work
Bachelor of Social Work
Post-secondary qualification in the fields of Teaching/Education (primary/secondary) at diploma level or above.
Diploma of Children's Services (Outside School Hours Care)
Diploma of Early Childhood Education and Care
Diploma of Out of School Hours Care
Diploma of School Age Education and Care
Diploma of/in Education Support requiring at least two years of full time or part time equivalent study
Diploma of Community Services
Diploma of Community Welfare Work
Teacher Registration

Post-secondary qualifications in the fields of health or allied health including but not limited to audiology, speech pathology, occupational therapy, psychology, social work, physiotherapy, dietetics and specialist therapies such as music and movement.

ABOUT THE OUTSIDE SCHOOL HOURS CARE (OSHC) PROGRAM

Effective OSHC programs bring a wide range of benefits to children, families and communities. OSHC programs can boost academic performance, reduce risky behaviours, promote physical health and provide a safe, structured environments for the children of working parents. OSHC programs also support parents/carers to engage in training and/or employment.

The school is looking to employ an OSHC Coordinator and OSHC Educator for the operation of the extended service. The OSHC Coordinator will be responsible for assisting in the establishment a new OSHC service and contributing to the ongoing delivery of the OSHC program.

LOCATION

The OSHC Coordinator will be located at Darnum Primary School – running in the Multi-Purpose Room.

SELECTION CRITERIA

Note: Applicants will be required to comply with the Department of Education's COVID-19 Vaccination requirements, in line with the [Chief Health Officer \(CHO\) Directions](#) and any other legislative requirements, directions, policies or procedures, including but not limited to any requirement to provide evidence of vaccination status.

The applicant will need to be able to demonstrate that they would be capable of effectively:

- establishing and maintaining positive parent and community relationships
- working with diverse children
- displaying effective time management and organisational skills
- working within a team and embrace collaborative learning practices
- developing an understanding of child care administration software
- Working with Children Check (WWCC) **or** current Victorian Institute of Teaching registration

Desirable

- Senior First Aid training as prescribed in the Education and Care Services National Law Act 2010
- Anaphylaxis and Asthma management training as prescribed in the Education and Care Services National Law Act 2010
- Driver's licence

ROLE MAY INCLUDE (BUT NOT LIMITED TO) THE FOLLOWING

- Lead the session of care (Before and After School Care)
- Undertake the completion of administrative tasks, accurately and in a timely manner, including, but not limited to, the completion of medical records, collection of data, staff records and other recording keeping matters as required. Develop and implement our Educational Program and follow the My Time Our Place (MTOP) Curriculum Framework
- Develop and implement operational policies and procedures specific for OSHC as set out by the Education and Care Services Nation Law Act 2010 and Education and Care Services National Regulations 2011 and as required. Manage promotion of the program
- Coordinate and maintain the enrolments of students in accordance with the Education and Care Services Nation Law Act 2010 and Education and Care Services National Regulations 2011 and policies and procedures of the service.
- Ensure the inclusion of all children and young people within the service, including those with additional care needs
- Ensure food, resources and supplies are maintained and Child Care Subsidy (CCS) rebates are claimed.
- Manage, monitor and undertake the preparation of nutritious food for students ensuring this is done in a healthily and safe manner in accordance with Food Handling Health and Nutrition guidelines, policies and procedures.
- Work creatively and efficiently to implement both verbal and written skills, with the ability to write and communicate at a high-level
- Prioritise and meet deadlines

- Demonstrate initiative and capacity to work with minimal supervision and be autonomous
- Demonstrate ability to maintain confidentiality
- Be a high performer and multi-tasker
- Have a high level of professionalism and work ethic
- Build a strong rapport with our families, educators, the school community, and the wider community
- Support the Service to Exceed the National Quality Standards
- Implementation of the National Quality Framework, the Education and Care Services National Law Act 2010 and the Education and Care Services Regulations 2011- and MTOP as required for the provision of OSHC programs.
- Attend professional development opportunities as appropriate to ensure knowledge and skills are up to date with current practices and trends in the OSHC sector.

WHO MAY APPLY

Individuals with the aptitude, experience and/or qualifications to fulfil the specific requirements of the position.

EEO AND OHS COMMITMENT

The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.

CHILD SAFE STANDARDS

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at Schools - guidance | Victorian Government (www.vic.gov.au)

OTHER INFORMATION

- Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.
- A probationary period may apply during the first year of employment and induction and support programs provided.
- Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at Human resources: HRWeb (education.vic.gov.au)

CONDITIONS OF EMPLOYMENT

The OSHC Service will close between the first day of each school holiday period and will reopen on first day of the each new term. OSHC employees will not be required to work during this period of closure.