



POSITION TITLE: Out of School Hours Care (OSHC) Assistant

DATED: June 2018

REPORTS TO: Director of the ELC

Prepared by: Head of Human Resources

POSITION PURPOSE

The position requires a person to work with children between the ages of 5 and 12 in Out of School Hours Care (OSHC).

OSHC runs both before and after school programs and a holiday program during term breaks. The position calls for a person who values and respects young children and would have a demonstrated ability to work flexibly as a member of a team.

The role and function of the OSHC Assistant is to work within a high quality, developmentally appropriate program for the children attending the programs. The OSHC Assistant provides leadership and positive role modeling for the children, whilst working as a member of a co-operative team.

The OSHC Assistant operates in a professional manner at all times and ensures that the Program is compliant with the requirements of Education and Care Services National Law 2010 and the Education and Care Services National Regulations 2011, working under the new frameworks:

- Being Belonging and Becoming - The Early Years Learning Framework for Australia
Early years Learning and Development Framework
- Educators' Guide to the Early Years Learning Framework
- My Time, Our Place - Framework for School Age Care in Australia

POSITION STATUS

Casual

REPORTING RELATIONSHIPS

The position reports to the Director of OSHC in the first instance and then to the Head of Junior School.

QUALIFICATIONS

- Cert III in Children's Services or a Diploma or Bachelor of Early Childhood and an ability to demonstrate the associated competencies
- Current First Aid Certificate Level 2
- Current Anaphylaxis Certificate
- Current Asthma Certificate

DUTIES & ESSENTIAL JOB FUNCTIONS

- To work co-operatively with other staff in all aspects of the work within the program
- To carry out the tasks which are important for the physical care of the children
- To provide active, adequate and efficient supervision of the children
- Uphold the policies of the College and the policies of the OSHC program
- To support the manager in all aspects of behaviour management of the children
- Carry out the tasks which are important for the cleanliness and organisation of the program
- Assist in the preparation of daily activities
- Actively contribute to the planning and delivery of the day to day running of the program; planning, researching ideas and attending any required meetings

- Assist the manager in maintaining a stimulating environment
- Use initiative in the program to maintain spontaneity
- Be familiar comply with the Education and Care Services National Law 2010 and the Education and Care Services National Regulations 2011
- To share the housekeeping tasks of preparation, hygiene, safety and packing away related to the program, with other staff
- Work cooperatively with the OSHC staff and all staff to ensure the service operates in a safe work environment and that staff follow safe work practices
- Any other task as deemed appropriate for the role

GENERAL RESPONSIBILITIES

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide a Criminal Record check (if requested) and Working with Children Check (WWCC) or Victorian Institute of Teaching (VIT) before their position will be confirmed.

- The College:
 - is an equal opportunity employer;
 - complies with the requirements of the Privacy Act;
 - has a strong commitment to OH&S;
 - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards;
 - Communication – effective, helpful and positive.
 - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students).
 - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support.
 - Accountability – we do our work with honesty, integrity and enthusiasm.
 - Performance – we perform to the best of our ability.
 - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

Child Safety and Protection Responsibilities

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safety and Protection Policy and procedures including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.